p 129

*Previous references.*

File No. 48

1904.

Serial Nos. 1-26

( Mpl. )

*Later references.*

L.95-12 B Mays 13
No 1-10.

# GENERAL AND REVENUE SECRETARIAT.

---

*Serial Nos.* 1-26

Part B. for Jan^y. 1910.

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SUBJECT.

Fixing periods for the preservation of accounts and their destruction afterwards.

From D^y Com^r Tumkur, no. 36 of 19.7.4.
Solicits instructions as to the preservation & destruction of accounts & records of the L.F., Supply & other branches of the D^t & Taluk offices.

From D.C. Chitaldrug, no. 46 of 19.7.4.
As in serial 1

From D.C. Shimoga, no. 92/68 of 1.8.4.
G.R.S. 58 As in serial 1.

To D.C. 18 of D^t. no. 1120-7 of 9.8.4.
with a list of records to be permanently kept

Copies of
printed maps
~~& booklets~~
running to
several maps
& booklets
bound as one

.S. 11]

1904-05

GENERAL AND REVENUE SECRETARIAT.

(Municipal)

NOTES.

File No. 48

FILE HEADING.

Fixing periods for the preservation of records and their destruction thereafter.

OM

The Deputy Commr. Tumkur District.

No. 36 Dated 15/20-7-04 Received 22-7-04

| | | | |
|---|---|---|---|
| iary No. 573 | Enclos. | Spare Copies. | Serial No. 1 |

BRIEF ABSTRACT OF LETTER.

Solicits instructions as to the preservation or destruction of accounts and records relating to the Local Funds, Municipal and other branches of the District and Taluk offices.

NOTES AND ORDERS.

In connection with the destruction and preservation of old records in the District and Taluk offices, the late 1st Councillor Mr Madhava Rao has observed in his note dated 10-10-02, ~~as follows~~ that:—

F-95

OTES—First sheet.

Serial No.

that he would not draw any distinction between the records under the head "Revenue" and those under "Excise, Imuyai, Local Fund &c"

Subjoined as ~~[illegible]~~ after this may be referred to the Rev. Comr for disposal, or the Dy Comr of Districts requested to submit lists of L.F. & Municipal papers which may be preserved or destroyed ~~& thereafter forwarding the other papers which may be preserved or destroyed to the Rev. Comr is submitted for approval~~ a consolidated statement prepared in this Office.

2 Letter No 46 dated 19th July 1904 from the Dy Comr of the Chitaldrug District on the same subject is herewith put up.

27.7.04

30/7/04

3 I think that the Rev. Comr has nothing to do with the local boards. So, we have to dispose of the references made to us.

Please put up draft.

1.8.1904

A. S. ol
[illegible]
[illegible]

NOTE—Contn. sheet.

General and Revenue Secretariat.

File No. 48 of 1904-05

Serial No.

3 Letter No 92/68 dated 1st August 1904 the Dy Comr. of the Shimoga District on the same subject is also put

5 A draft ~~docket~~ order requesting the Dy Comrs of Districts to submit lists of L.F. and Municipal papers of their offices which may be preserved or destroyed, is put up for ~~orders~~ approval or other orders.

3/8/1904

6 [illegible]

[illegible]

4 Docket No (1120-27)-48-4 dt 9-8-04 to the Dy Commissioners of Districts.

Calls for the submission on the lines of the Govt order No R 1356-65 dt 19-11-03, lists of records to be permanently preserved and of those to be destroyed and to state whether the rules therein laid down for the preservation

N



MGCPB—10,000—19-5-04

Ind File No. 48 of 1904

Serial No.

preservation and registry of records requires any alteration in connection with the municipal & L.F. records and if so, in what respect.

5556 8 Replies received from the Dy Commrs of
12. Districts to Serial No 4.

9 The Dy Comrs of ~~other~~ Districts except Mysore are of opinion that the rules prescribed in Govt. Nos of the 19th November 1903 can be applied to the municipal and L.F. records as well. But the Dy Comr of the Mysore Distt states that they are too laborate in the case of L.F. records.

10 Draft agreeing with the majority of the Dy Comrs and directing the adoption of the said rules in the case of municipal and L.F. records, is submitted for approval or other orders. A consolidated list of the several papers with the opinions of the Dy Commissioners is also submitted.

8-11-05.

16/11/05

11 Draft L. N. Committed to the Devanahalli Thrs. to 1st Commr

16.11.1905

12 The Rules of 19th Nov/03 Vide Ind

746
17-11-1905



MGCPB—20,000—1-11-04.

Serial No.

and may be followed in regard to D.F. & Cancel records as suggested - P.
18/11/05.

18/11/1905

9696/18.11.05

11474

B Let the statement prepared in the Secretariat be rewritten under two heads:-

A:- Papers to be retained.

B:- Papers to be destroyed.

Let all the papers coming under each class be shown together and let there be two statements instead of one as now. The heading for each list will be distinct. The detailed columns of the statement may stand as they are now excepting the last which in the case of B will be "Proposed periods of preservation". The last column will disappear from A.

4 The pencil entries of the last column must be taken as the basis for preparing the two lists; and the opinions of the Deputy Commissioners should be given against every entry in the list as has

rial
o.

been done now.

15 These lists should be got printed and circulated to the Deputy Commissioners for opinions. Then the Government will have before them the opinions of all the Deputy Commissioners on every entry in the lists and will find it convenient to pass final orders.

16 The Deputy Commissioners should be requested to state reasons for their opinions as far as possible.

24.2.06

17 Draft-accd.
26-2-1906

18 Draft submitted. Let the lists be carefully compared by the Sup^ts himself & then sent up.
23/3/06

19 Attended to
27/3/06

20 Pd
4-3-1906

21 To the Presidents of the municipal and District Boards and the Presidents of the municipal Commissioners of the Bangalore.

Serial No.

and mysore cities

13 22 No 10216-25 of 2.4.06
Forwards two lists (1) of Papers to be preserved permanently and (2) of papers to be destroyed certain periods of preservation and requests the Presidents to record their opinions with reasons, in the Column left blank in the lists and resubmit the same at an early date from the Presidents of the municipal and District Boards in the mysore state
No: 1297 of 12/13/6/06
Returns the list referred to in Sl no 13

14 23 with his opinion and requests sanction to entertain a Record Keeper on Rs 15 per month to look after the Records of the L7 Branch.

24 may replies from the other Presidents be awaited?

25 Yes
18/6/06

Bdr
16.6.06

15-6-23 26 Replies from the several Mb. and Dist. Bd Presidents

27 Two Consolidated statements embodying therein the opinions of the Presidents were submitted. In Cases where the Presidents agree with the suggestion of this Office as

to

S. 12]
ral and Revenue
Secretariat.

File No. 68 of 1908

Serial No.

to whether a particular paper may be preserved permanently or for a specific period, the column has been left blank and where they disagree their opinions are duly noted in their proper places in the Consolidated statements.

28 The Presidents of Mysore and Chikaballapur Taluks - want a Clerk on Rs 15/- a Month to look after their L.T. & Inam Records

29 Submitted for orders of the 1st Councillor as to whether the Revenue Commissioner may be requested to obtain & submit the opinion of the Inspector of Sorting Records (who is specially employed on the work) in the matter.

30

6782
9-5-1908

8/5/08

31 Draft.

25/5/08

32 Draft submitted

33 Done

4/6/08



U.P.B—38,000—17-3-07

(1) [S. 12]
(1) Land and Revenue Secretariat.

M File No. 48 of 1904

Serial No. 2434

To The Revenue Commissioner, No. 12885 D/12.6.08.

Forwards a copy of G.O. No. 10216-25 dated the 2nd April 1906 anent the preservation and destruction of Municipal and Local Fund Records in the District and Taluk offices & requests that the opinion of the Inspector for the Sorting of Records may be obtained about the two lists appended thereto and to submit the same for orders of Government.

M 48-04-13



GPB—50,000—17-3-07

R. S. 12 ]
neral and Revenue Secretariat.

File No. of 190

Serial No.

D. 9783.

Revenue Commissioner's Office.

Dated Bangalore 24th June 1908.

I wish to call your attention to your office letter No.12885/ M.L.48-04-24 dated 12th June 1908 requesting that the opinion of the Inspector of Sorting of Records be obtained on Government Order anent the preservation and destruction of Municipal and Local Fund Records and submitted to Government for their orders and to state that this letter does not appear to be in proper form. The Inspector of Sorting of Records is only a subordinate of mine and is on a par with the ~~office~~ Assistant Commissioners, some of whom had a direct share in framing the rules for the preservation and sorting of records. These rules were framed by the first Revenue Commissioner and his successors have been entrusted with their working. Under such circumstances it strikes me as rather curious that the Government should ignore altogether the Revenue Commissioner

Form—Contn. sheet.

GPB—36,000—27-4-[illegible]

Commissioner's views and call for those of a subordinate of hi

I therefore request you to submit this file to the Dewan for

orders. I think the proper thing will be to issue an altered

calling for my views in the matter. I shall then, if neces

call for the views of the Inspector along with that of other

his status equally conversant with the subject.

R. S. 12 ]
eneral and Revenue Secretariat.

File No. of 190

Serial No.

Note—Contn. sheet.

GPS—35,000—27-4-[illegible]

G.R.S. 13]

## Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

D-9783.

N

Who has made a special study of recruiting

3/ Mr Clayton's minute of 22 ult. calling attention to information in connection with this office letter no. 12015 of 12 ult.

3/ I do not myself see that the Resr Cr has good reason to complain by reason of Mr Clayton's subordinate officer being called upon to furnish him with his opinion of a certain point.

It is for him to say whether they want the Resr Cr's opinion as well, or not.

However, as the Cr thinks he has been ignored, his self-esteem on a point restored by asking him to favour him with his own opinion as well as that of such of the officers subject to him (including the superior officer of Record Section) as are in his estimation likely to furnish useful criticism or suggestions on the subject.

[illegible] 1911.

[illegible] 1911.

N. B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

MGCPB—60,000—23-9-61

7308
12.6.08 3d

Mr Clayton

Wb 28-04 B

G.R.S. 13]

## Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

I think I have this day
inserted in the draft —
A fresh letter with the additional
words suggested may be sent
to the Secy — with a request that
he will substitute it for the one
already sent & return the latter —

The Secy

[illegible]

[illegible]

[illegible]

14

2nd Feb.

2.57 / ml. 8.7.08.

My dear Sir,

Your D.O. of the 24th June 1908 will you kindly substitute the enclosed for the copy of this office letter no 12885 / M1(4804)-24. of 12 June 1908 re preservation and destruction of Municipal and L.F. Records.

Yours sincerely

(Sd) K. S. Chandrasekhara Ayyar

A. Kangasabapathy Esq.

Serial No. 25

40 Letter No. 10403 dated the 25th March 1909 from the Rev. Com.

Forwards a memo prepared by Mr. Anandarao Sair, Inspector of Sorting of Records, with his own marginal remarks about the two lists forwarded to him for opinion.

41 The Rev. Commissioner's remarks have been embodied in the consolidated lists A & B in the file.

42 A final list according to the remarks recorded in brackets under the Column "Assistt. Secy's opinion" with such modification as may be necessary in the light of the Rev. Commissioner's remarks may perhaps be issued for the guidance of the Sy. Commissioner.

27/5/09

43 Please rearrange the articles so as that those referring to any one particular matter may be found in one and the same place and put up a draft

3.7.09.

44 Attended to and revised lists A & B together with a draft order

Are



GPB—89,469—17-3-07

R. S. 12]
General and Revenue Secretariat.

File No. 65 of 1909 16

Serial No.

are submitted -

MLD 24/11/09 45 The arrangement in the "B" list is capable of improvement - Please revise it -

25.11.09. [illegible]

46 Finally revised lists are submitted together with a draft order -

MLD 13/12/09 Secy) 16.12.09 [illegible]
(Sec^y)

[illegible]
18/12/09

Indices P & Q

512/19.12.09

Approved [illegible]
19/12/09

Submitted
Dewan) 20-12-09 [illegible]

3646/24.12.09

Draft appd [illegible] Jan 70
[illegible]

Issue
3.1.10 [illegible]

Inside
Record Cert

A

| | | | | | |
|---|---|---|---|---|---|
| 1 | Register of Proceedings of the meetings of the Taluk, District and Municipal Boards. | 30 pgs | | | |
| 2 | Imprest Book. | 20. | | 30 | |
| 3. | Imprest and Cash Balance Register. | 20 | Same as No 2. | "Imprest" to be omitted The No 23 39 | Same as No |
| 4 | Cash Books. | | | Same as No 3 | |
| | ——— Juice 2 C Rs | | | | |
| 5 | District Fund cash Book. | | Same as No 3 | Do No 213 | Do No 4 |
| 6 | District Fund Permanent Advance Register | 30 | Do. | Do | |
| 7 | Circular orders and rules re interest of permanent staff | | | Same as No 5. | |
| 8 | Circulars, rules, books and printed papers of importance which are still in force. | | | | |
| 9. | Circular orders of permanent interest issued by the Dy Commrs and Presidents of Taluk and Municipal Boards. | | | | |
| 10 | Order Book. | 30 | | | |
| 11 | "Tamil" and "To" Registers (Kanarese and English) | | | | |
| 12 | Register of orders issued to and reports received from subordinate staff officers. | | Same as No 11 | | |

| | | | | |
|---|---|---|---|---|
| | | | Permanent | Permanent |
| | | | Permanent | do |
| 5 | Same as No. 2 | | Half ~~Perm~~ separate. | do |
| | | | Do. | do |
| | Do | | Do | |
| | Do | | Do | |
| | | | Omit. | May be retained |
| | | | Half | |
| | | | Half. | |
| 5 | | | Half. | |
| | Same as No. 11. | | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| 24 | Pass Books of Plague Branch. | 30 | | 20 & 30 | | |
| 24A | District Fund Pass Book. | 30. | | | | |
| 25 | Cheque Book & Margins | do. | Same as 24 | Do | Same as 24 | |
| 26 | Counterfoils of cheque Books. | Do | Do | | Do | |
| 27 | Statement of cheques issued | 20 | | | 30 | |
| 28 | Records connected with the allotment and enjoyment of building sites. | | | | | |
| 29 | Statement, ~~Certificates and Proceedings~~ regarding the sale of building sites in towns. | | | | | |
| 30 | Matchdabbies obtained from people regarding the enjoyment of vacant sites and buildings. | | Same as 28 | | | |
| 31 | Statement of sites reserved for public purposes. | | | | | |
| 32 | Tahsildar Bills relating to municipal matters. | | | | Vide 33 | |
| 33. | Records connected with the disputed cases disposed of. | | | | | |
| 34 | Acquittance Roll. | 30 | | | | |
| 35 | Pararwinds | Do | | | | Same as 24 |
| 35A | Schedule of Establishment | | | | | |

| | | | |
|---|---|---|---|
| 5 | Add. [illegible] | Keep separate | |
| 5 | do. Samson No. 24 | | |
| | Samson No. 24 | | |
| | | Do. | |
| 5 | Built | | |
| | Samson No. 29. | | |
| | Built No. 28. | | [illegible] Ontario [illegible] No. 22. |
| | Side No. 29. | | |
| 12 | | | |
| 12. | | Keep (separate from No. 22) | |
| 12 | | Keep. | |
| | | Do. | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 36 | Barawand books of Vaccination establishments. | 30 | | | | | |
| 37 | Register of municipal taxes, notices and their revision from time to time. | | | | | | |
| 38 | Correspondence relating to the introduction and abolition of new taxes. | | | | | | |
| 39. | Papers connected with remission and imposition of taxes. | | | | | | See. 48.45 |
| 40 | Papers connected with the introduction of fees on carts to coming to weekly markets. | 30 | | 30 | | | |
| 41 | Toll-gates and their realizations | 30 | | | | | |
| 42 | Register of ferries and their realizations. | 30 | | | | | |
| 43 | Register of Govt buildings and properties. | | | | | | |
| 44 | Register of municipal and district Board buildings and properties. | | | | | | |
| 45 | Records of ~~encroachment~~ encroachment on the public roads to which are the property of Dist. and municipal Boards. | | | | | | |

Es ist sehr schwer
transfer [illegible]
es gut [illegible]
[illegible] recents!

| | | | | | | |
|---|---|---|---|---|---|---|
| 46 | Maps, plans &c of municipalities and all papers relating to the settlement of municipal boundaries. | | | | | |
| 47 | Correspondence relating to the constitution of Sabah Boards and municipalities. | | | | | |
| 48 | Papers relating to water supply to towns and villages. | | | | | |
| 49 | Register of rainfall. | | 1634 | Per | Per | Per |
| 50 | Accounts of the transfer of occupancies and of charges therein under the orders of Civil Courts. | | | | | |
| 51 | Correspondence relating to the changes of names of occupants | 15 | | 12 | | |
| 52 | Papers connected with the establishment and abolition of Cattle pounds. | | | | | |
| 53 | Papers relating to the establishment of fairs and festivals and opening of dispensaries, Schools, musafirkhanas or chatrams. | | | | | |

| | |
|---|---|
| ~~Omit or to~~ | May be omitted (~~[illegible]~~ a place in Rev. Records) |
| Pb. lift. | |
| Pb. lift. | |

| | |
|---|---|
| (Vide p. 5 para 9) | "Add or abolition" after "establishment" but "and" before "repeal of" "Abolition" after "[illegible]" |

"and abolition" may be added after "establishment"

| | | | | | | |
|---|---|---|---|---|---|---|
| 54 | Records connected with Sluices, channels and private wells handed over to Govt. | | | | | |
| 55 | Records connected with the manners and customs, ceremonies, and privileges of procession &c. in any Caste or Class of persons. | | | | | |
| 56 | Proclamation of general import. | | | | | |
| 57 | Abstracts from general statistical returns received from Talukas. | | | | | |
| 58 | ~~Reports and extracts transmitted by the Village Mirasdar Amildars, not forming part of important records.~~ | | 20 & 30 | 5 | | |
| 59 | Administration Reports | 30 | | | | |
| 60 | Printed copies of annual reports &c. | 30 | | Same 1857 | | Same 1857 |
| 61 | Papers connected with the administration of Famine Cess, Epidemic diseases Regulation &c. | | 20 & 30 | | | |

| | | | |
|---|---|---|---|
| 5 | [illegible] graphic period. | | may be transferred to the list and retained for [illegible] years |

62 Registers of records to be preserved and of those to be destroyed.

63 ~~Other~~ Papers (including petitions) not falling under any of the other heads which the Head of the Dept. orders to be permanently preserved.

64 Registers showing the description and extent of lands acquired, prices paid, reasons for acquisition and disposal of lands so acquired &c.

Sd. 62 to 64
Con. 1 & 2

This has been enlarged
here so that you can see the
original typeface
used in the Rev. Comm.
Bulletins

Finally received

B Zach

| | | |
|---|---|---|
| Notices issued to members to attend meetings of Boards. | 1 year | |
| Papers relating to the absence of members from Consecutive meetings of Boards. | Do | 5 years |
| Daily Plague Report Register | Do | 2 years |
| Weekly Plague Report | Do | 2 yrs |
| Sundry papers for preparing monthly accounts | Do | |
| Sundry periodical accounts of minor importance | Do | |
| Periodical reports and returns on minor matters of no important interest, submitted to district officers by tribunals, and other office copies | 2 years | |
| Quarterly statement of Municipal works inspected | Do | |
| D, C & B statements received from Talukas | Do | |
| Monthly accounts | Do | |

A Z

| | |
|---|---|
| | one year |
| Ist | Do. |
| | Do |
| | Do |
| | Do |
| | 2 years |
| 5 yrs | Do |
| | Do |
| | Do |

The words "and Returns" may be added after the word "Accounts"

| | |
|---|---|
| Draft Budget Estimates submitted to Government | 2 years |
| Return of Labour ~~Officer~~ ~~Cases~~ attended by Inspectors | Do |
| Miscellaneous correspondence of no permanent interest submitted to Superior authorities | Do |
| Papers connected with the preparation of Administration Reports. | Do |
| Vital Statistics, and Accounts, Monthly and Weekly returns received from Jullundur. | Do |
| Petitions for reduction of Mohalla tax. and papers relating thereto | Do |
| Notice of demand for arrears of revenue | Do |

9 years

Do

age

Do

Do

Do

Do

Do

Do

| | | | |
|---|---|---|---|
| Sale records of unserviceable tools and plant | 2 years | | 5 yrs |
| Vouchers received from dog and snake killers for rewards paid to them | Do | 1 yr | |
| ~~Relaxation of rights~~ | Do | | |
| Circular orders regs, rules, etc, of no permanent interest | Do | | |
| List of articles belonging to Government sold by public auction | Do | | |
| Miscellaneous correspondence of no important interest from superior authorities to subordinate officers | Do | | |
| Diaries of local and subordinates such as, Work Inspectors | Do | | |
| Periodical Returns and unanswered references | Do | | |
| Office copies of periodical returns submitted to Sanitary Comr and other officers | Do | | |

2 years

| | |
|---|---|
| Words 'and municipal corporations' may be added after the words 'temporary enactment.' Substitute the words 'Court' for 'Government.' | Do<br>Addition may be made as suggested by the Rev Chairman<br>2. 2 years. The words 'Local and municipal Boards' may, it seems, be substituted for 'Government.' |

Do

Do

Do

Do

Do

| | |
|---|---|
| Annual Accounts accompanying Administration Reports received from Taluks | 2 years |
| Mohalarfa Annual Statement received from Taluks | Do |
| Taluk Miscellaneous Orders | Do |
| Rahadaris on tobacco and other dutiable articles | Do |
| Miscellaneous petitions disposed of at the time of Jamabandi | Do |
| All papers of Miscellaneous and unimportant Nature | Do |
| Book of receipts and issue of Stamped articles and franking forms | 3 years |

2/1

2 years

do

do

do

do

do

3 years

| | |
|---|---|
| Papers relating to fines imposed under the Village Sanitation Rules | 3 years |
| Repayment of deposits | 3 years |
| Receipt Books | 3 years |
| Counterfoils of receipts | Do |
| Register of Municipal deposits | Do |
| Papers connected with cattle pound receipts and remuneration to Pound Keepers | Do |
| Papers connected with Contingent Registers | Do |
| Progress Reports and Statements of Dist Fund Works | Do |
| Quarterly Statement of District Fund Works inspected | Do |

3 years

| 5 years | 5 years |
| --- | --- |
| | do |
| | do |
| | do |
| | do |
| | do |
| 2 yr. | do |
| | do |

| | | |
|---|---|---|
| Vital Statistics and accounts, Mortality and Vaccination, prepared in the District Office | 5 years | |
| D.B. & B Statement Compiled in the District Office | Do | 12 years |
| Annual accounts received from Taluks | Do | |
| Do in District Office | Do | |
| Local Fund Challan Form 101 received from Taluks | Do | |
| Stock Register | Do | |
| Octroi Annual Returns on all forms | Do | |
| Records relating to the election of members to the Taluk and District Boards | Do | 10 years |

5 years

do

do

do

do

do

do

| | |
|---|---|
| Sale Records of Amarapis | 5 years |
| Papers connected with the sale of dead trees, stone, manure etc | Do |
| License Certificates for removal of stone, earth, Kankar, etc within Municipal limits | Do |
| Papers connected with the sale of smuggled articles | Do |
| Statement of charges incurred on account of repairs to and construction of tanks, wells, etc in the Revenue | Do |
| Papers relating to the enumeration of village servants for the collection of Octroi and Mohatarfa taxes | Do |
| Papers regarding lighting contract | Do |

5 years

Do

Do

Do

Do

Do

| | | | |
|---|---|---|---|
| Papers regarding collection of taxes by coercive measures. Reports & notices transmitted by the village officers & bailiffs and forming part of ordinary records | 5 years | | |
| Register of collection of Bungalow fees | 10 years | | 5 yrs |
| Measurement books | Do | | |
| Annual Village Administration Reports | Do | | |
| Papers relating to an obstruction for removing house from public place | Do | | |
| ~~Correspondence connected with lands, bridges, roads and other public improvements~~ | | | |
| Statement of houses classified. | Do | 12 yrs | 5 yrs after last classification |
| Work files with each grades of municipal and Dist. Board and C.P. P. | Do | | |

5 years

do

10 years

do

~~Much [illegible] [illegible] be [illegible]~~

2 yrs

If the same happens about the removal of [illegible] plants in the vicinity of towns and villages "heading" to be multiplied accordingly

10 years

2 yrs

10 years

Omit

do do

| | | | | |
|---|---|---|---|---|
| Sanitary Inspector's Reports | 10 years | | | |
| Papers connected with the sanitary improvement of Municipal Sanitation in Municipal towns | Do | 20 yrs | | |
| Visitors Books kept in Museum Khanas. | 12 yrs | | 5 yrs | 5 yrs |
| Sale records of houses for revenue defaults | Do | | | |
| Records relating to the sale of lands | Do | | 5 yrs | |
| Remission statements | Do | | | |
| Papers relating to the grant of licence to building houses | Do | | | |
| Register of births and deaths | 20 yrs | | | |

10 years

Do

12 years

Do

Do

do

do

20 years

| | | |
|---|---|---|
| Annual Accounts | 30 yrs | |
| Register of Obtge allowances paid to Patels and Chaukidars | Do | |
| Pay Bills of the Establishments of the Municipal and District Board Branches | Do | |
| ~~Sale records of unclaimed Cattle~~ | | |
| Correspondence relating to Suits by or against District and Municl Boards | Do | |
| Sale records of unclaimed Cattle impounded | 2 yrs | 5 yr. |
| Office Copies of Estimates. | Do | Do |
| Notices and notification. Registers of Municipal, District Boards and L.B. Journal | Do | [illegible] work [illegible] completed |

30 years

Draft

Dr

Draft

Omit — Omit

Provision is made for barrackers and acquittance rolls in draft.

30 years after the heading to "Correspondence relating to tenders and approved local Boards"

30 years

2 years after claims are settled

1 (one) year after completion of work

1 year after work is completed

The words and district "may be inserted after "municipal".

1 year after all works are completed

| | |
|---|---|
| Records relating to the Sale of Forest products | 3 years |
| Papers connected with the grant of leave to officials or their appointment promotion punishment or dismissal | 30 years or till the official dies or his pension claims are settled after retirement |
| Service Registers | Till death or retirement of the official concerned |
| Papers relating to the misconduct of Municipal servants. | To be preserved until the servants concerned have retired or died. |
| Register of dynamite received and expended | Till amount is finally adjusted |
| Balance Sheet of Mehkatafa Revenue | Until the arrears are recovered |
| Records relating to the recovery of Mehkatafa in Kuiono | Till the amount is recovered |

Until the arrears are recovered

3 years or till the recovery of the total amount

30 years or till the death or the pension claimant settled after retirement

Till death or retirement of the incumbents concerned

To be preserved till the servants concerned have retired or died

Till amount is finally adjusted

Till the arrears are recovered

Till the amount is recovered

| | | |
|---|---|---|
| Deeds, agreements, securities, bonds taken from Contractors and others | To be destroyed after the conditions are fulfilled | 2 years after disposal |
| Correspondence connected with town for water supply and other public improvements | 10 years after the works are completed | |

Note: Articles 85 to 94 [illegible]

B List of papers which may be returned and of such periods in the [illegible]

| Description of papers | Proposed period of preservation | Opinions of | | | | |
|---|---|---|---|---|---|---|
| | | Bangalore City | Mysore City | Bangalore District | Kolar District | Tumkur District |

Dual. F 48—24 (1)

Deputy Commissioner's Office,
Tumkur District,
Tumkur 19th July 1904.

From.

K. Doraswamy Iyer Esq
Hg: Deputy Commissioner.
Tumkur District.

To

B. K. Venkataravadaiyar Esq.,
Hg: Secretary to the Government of
His Highness the Maharaja of Mysore,
General and Revenue Departments.

Sir,

In connection with the sorting of the vernacular records in the District and Taluk offices, I have the honour to state that the matter of the preservation or destruction of District and Taluk accounts and records relating to the Local Funds and Municipal and the Excise administration has not been touched upon in the detailed lists A or B, received from the Revenue Commissioner, on the subject.

2 I therefore request instructions as to the preservation of these records for a

period

any specific period or about their des

I have the honor to be,
Sir,
your most obedient servant,

B Blumadan
For Offg Deputy Commissioner
Tumkur District

Enc

II A-Sec Diary No 516
29/7/17 pm

Teled. Vide ex
wall of for

190

From

Chandrajalanagar Esqr
Deputy Commissioner,
Chitaldrug District.

To

B. K. Venkatavaradaiyengar Esqr
Secretary to the Government of His
Highness the Maharaja of Mysore
General and Revenue Department
Bangalore

Dated

Despatched 17th July 1917

Received

General No. 46
No.

Enclosure No.

Requesting to place before the
Government the matter of preserva-
-tion or destruction of correspondence
and accounts relating to Treasury
Excise, Marahmat, Local Funds
and Municipal Branches, and
definite instructions obtained

3

No. 46

Ret. F. 43—Sd. (2)
Deputy Commissioner's Office
Chitaldrug District.
Dated Chitaldrug, 11th July 1904

From

H. Ramanujaiengar Esquire
Deputy Commissioner
Chitaldrug District

To

B. K. Venkatavaradaraja Esquire.
offg. Secretary to the Government of
His Highness the Maharaja of Mysore,
General and Revenue Departments,
Bangalore.

Sir,

Adverting to Government Proceedings
o. 1356-65 dated 19th November 1903, amend the
orting &c of Revenue Records, I have the honor
state that the matter of preservation or
estruction of correspondence and accounts
elating to Treasury, Excise, Moaramah, Local
unds and Municipal branches have not been
ouched upon in the detailed instructions
ontained in the lists A and B of the
overnment Proceedings referred to in the
bove, except in the case of Registers of all
anctioned works with Estimates, plans and
mpletion reports which are described in No. 46
list A in general terms as among those
to be preserved permanently, and [illegible]

Circulation
~~Ret. 68-98~~ F.

nor

not clear how the records and accounts of the different departments referred to above are to be dealt with

2. I beg therefore that the matter may be placed before Government and definite instructions kindly obtained regarding the preservation or otherwise of the aforesaid records and accounts.

I have the honor to be,

Sir,

Your most Obedient Servant

[illegible]

Deputy Commissioner

(Intendant of Ceylon)

[illegible]

1904-05.

From
M. S. Narayana Rao Esq
Deputy Commissioner
Shimoga District

To
B. K. Venkatavardaraja Esq
Secretary to the Government
General and Revenue Dep

Dated 1st August 1904

Despatched

Received

General No. 92
No. 68

Enclosure No.

---

Referring to Revenue Commissioners memo No. 8448-54 dated 24th June last and to Government Proceedings No 1356-65 dated 19th November 1903. requests sanction of Government for the submission of definite proposals for the destruction of records.

Drawing No 738 2148-4 R3.
5
1904-05.

From,
M. S. Narayana Rao Esqre
Deputy Commissioner
Kurnool District

To
B. K. Venkatavaradaraiyar Esqre
Secretary to the Government
General and Revenue Depte

Dated 1st August 1904.

No. 42/68

Referring to Revenue Commissioner's memo. No. 9648-54 dated 24th June last and to Government Proceedings No. 1356-65 dated 19th November 1903 regarding the preservation and destruction of old Revenue records I have the honour to state that records of the Municipal and Local Fund departments have been accumulating from several years back and request sanction of

Government for the sub-
-mission of definite propo-
-sals for their sorting and
the destruction of such of
them as do not require pre-
-servation.

Musaequa

J.M. Deputy Commissioner
Shimoga District.

G.R.S

7

File No. 48 of

Serial No. 4

Diary letter replied to

*Proceedings of the Government of His Highness the Maharaja of Mysore.*

AL AND REVENUE SECRETARIAT.
( )

190

Date 7/8/04

Signed Camaiya

READ.—

Letter No 92 of 18th August 1904 from the Dy Commr of Shimoga Dist, requesting orders for submission of definite proposals for the sorting & destruction of the records of the Municipal & Local Fund Depts

ORDER THEREON.—No. (1120-21)-48-4

The Deputy Commissioners of Districts are requested to submit, on the lines of the Govt order No R 1356-65 dated the 14th November 1903, lists of records to be permanently preserved

7/8/04

over

SUBJECT

8

and of those to be destroyed
to state whether the
~~[illegible]~~ Rules herein laid
down for the preservation
& registry of records require
any alteration in connection
with the Municipal &
Local Funds Departments,
& if so in what respect.

5. 8. 1904

Secretary.

4/8/04

To the Hon'ble Chairman of the
Hon'ble Members of the Board

Dy received by
6/8/04 5 P.M.
Comp'd
6/8

ag 26/9

Dup 26/9

1904-05

From K. P. Puttanna Chetty Esqr
Deputy Commissioner
Kolar District

To B. K. Venkatavaradiengar Esq
Secretary to the
of Mysore General and
Revenue Dep

Dated 25th } September 1904
Despatched do }

Received

General No. C. 142
No.

Enclosure No. Two

Submitting proposals for the sorting of Municipal and Local Fund Records.

Draft 2nd F 48 (5)

Kolar Deputy Commissioner's office

Dated Bangalore 25 September 1904.

From. K. P. Pattanna Chetty Esquire
Deputy Commissioner
Kolar District

To. B. K. Venkatavaradiengar Esquire
Secretary to the Government of His
Highness the Maharaja of Mysore
General and Revenue Departments.

Sir,

With reference to Government Proceedings No: (1120-27)-48-2 dated 9th August 1904, requesting to submit proposals for the sorting of Municipal and Local Fund Records, I have the honor to state that the rules prescribed by Government for the preservation and registry of Revenue records, may for all practical purposes, be made applicable to the records of Municipal and Local Fund Departments and that no alterations seem necessary as the rules are exhaustive and seem to meet all requirements.

Two

2. Two lists, one for records to be preserved permanently and the other for those to be destroyed — after certain specific periods, are herewith submitted for approval

I have the honor to be
Sir,
your most obedient servant

[illegible]
Deputy Commissioner
Kolar District

of papers to be Ind. F. 48-04 (6) preserved permanently

Municipal and Local Fund Departments in the District Taluk offices.

| Description of papers. | Length of time to be |
|---|---|
| Proceedings of the Municipal and Local Fund Board meeting | Permanently |
| Registers of Sanctioned works. | |
| Maps plans &c of the Municipal towns and Towns. | |
| Correspondence relating to the constitution of Taluk Boards. | |
| —do— do— Municipalities. | |
| 'To' and 'From' Registers | |
| Administration reports. | |
| Petitions, letters and other miscellaneous papers of importance. | |
| Circulars, Rules which are in force | |
| Records of encroachments upon public roads. | |
| Records of lands acquired for public purposes. | |
| Office copies of Monthly Demand, Collection and Balance Accounts | |
| —do— do— Annual accounts | |
| Remission Statements. | |
| Papers relating to Water supply to Towns and villages. | |
| —do— to the conservancy of public Tolls. | |
| Papers relating to the instructions for removing thorns from prickly-pear. | |
| Register of Rainfall | |
| Office Copies of Budget Estimates | |

ed Bangalore
September 1904

H. K. [illegible]
Deputy Commissioner

W.I. 4-1-24 (5)

of papers which may be retained for Spe
ods and destroyed after the end of such per
Municipal and Local Fund Departments
rbich and Taluk offices. 12

| Description of papers. | Length of for which be kept |
|---|---|
| Cash accounts, lists of payments | 15 years |
| Statements of cheques issued. | do |
| Lists of Sanctions costing less than Rs 500/- | may be destro after 10 years |
| Statements of meetings of the several municipalities | 2 years |
| Completion reports with estimates and plans / | 5 years the date completion r |
| Correspondence regarding Amanta Mahal bills. | 20 years |
| Registers of deposit-receipts and repayments | 2 years. |
| Sundry correspondence re the separation of accounts &c when they are unimportant | 2 years |
| All Mutchalikas | 3 years after the conditions are fulfil |
| Papers relating to appointment promotion, leave, transfer and punishment of officials | After the dea dismissal retirement o officials |
| Budget Estimates received from Taluks | 10 years |
| Statement of Expenditure admitted the D. P. W. from District Funds | 12 years |

13

| | |
|---|---|
| District and Local Funds cheque margin | 10 years |
| mortuary returns and thereto. | 12 years |
| District and Local Fund monthly accounts | 10 years |
| Papers regarding Contingent expenses | 2 years |
| Papers connected with cattle pound receipts and remuneration to pound keepers | 5 years |
| Papers connected with auction sales of manure &c. | 2 years |
| Octroi patties and correspon thereon | 5 years |
| Statement of municipal holdings received from Taluks | 2 years |
| Accounts, papers &c obviously appear to be of no important interest. | 2 years. |
| monthly and annual collection and Balance received from Taluks | 2 years. |

Dated Bangalore
2nd September 1904

[illegible]
Deputy Commissioner
Kolar retired

1904

From M. S. Narayana Rao Esquire
Deputy Commissioner,
Kistna District

To B. L. Venkatavaradarajulu
Secretary to Government
Political and Revenue

Dated 9th November 1904

Despatched

Received

General No. 391
No. 67

Enclosure No. 2.

Adverting to Government Proceedings No 1120-27-48-2 Rev dated 9th August 1904, forwards two lists A and B of records of the Municipal and Local Board Depts to be permanently preserved or of those to be destroyed

D. 3076 Ind. F 48-04 (6)

No 391-Ind 2.
67/14

Deputy Commissioner's Office
Shimoga District
Dated 9th November 1904.

From,

M. S. Narayana Rao Esquire
Deputy Commissioner
Shimoga District

To, B. H. Venkatavaradappa Esquire
Secretary to the Government of Mysore
General and Revenue Departments.

Sir

Adverting to Government Proceedings No. 1120-27-48-2 Ind. dated 9th August 1904, I have the honour to forward herewith two lists A and B of records of the Municipal and Local Fund Departments to be permanently preserved and of those to be destroyed on the lines of Government order No R1356-65 dated 19th November 1903 and to state that the rules therein laid down for the preservation and destroying of records do not require any alteration in connection with the Municipal and Local Fund

Departments.

Departments.

15

I have the honour to be

Sir,

Your most obedient servant

[illegible]

Deputy Commissioner

Simla Dist.

[illegible]

of papers relating to the Municipal and
cal Grand Departments to be preserved
permanently in the District and Taluk Offices.

| Description of Papers | Length of time for which to be kept. | Remarks. |
|---|---|---|
| ders, reports, petitions and ers with books and file of s cellaneous papers of importance bstracts prepared from general tistical returns received from lists. | Permanently. | |
| Circulars, Rules, books and ints papers of importance hich are still in force Registers of all sanctioned ks with estimates and ans and completion reports. | | |

Shimoga
the November 1916

Manager

D.C. Judy Commission
Shimoga District

B. W.F. 48-54 (6)

[illegible] papers relating to the Municipal and Local Departments which may be retained for specific [illegible] and destroyed at the end of such periods in the [illegible] and Public Offices

| Description of papers. | Length of time for which to be kept | Remarks. |
|---|---|---|
| Copies of periodical returns [illegible] when unimportant | 2 years | |
| [illegible]ement of charges incurred on [illegible]ment of repairs to and construction [illegible]ites, wells etc in the Revenue Depart[illegible] | 6 years | |
| [illegible]s, reports, petitions and statements [illegible] obviously appear to be of no [illegible]ment value or interest. | 2 years | |
| [illegible]dry papers for preparing the monthly [illegible]ments. | 1 year | |
| [illegible]s connected with the cattle pound [illegible]ipts and remuneration to pound keepers | 5 years | |
| [illegible]ers connected with contingent [illegible]nces | 5 years | |
| [illegible]ries of Subordinate Public Officials [illegible] as Shikdars etc | 2 years | Diaries of Work Inspectors may be included. |
| [illegible]odical returns, unanswered queries, [illegible] | 2 years | |
| [illegible]ccounts of printed forms and stationery [illegible]ers regarding sales of impounded | 2 years | |

| | | |
|---|---|---|
| | cattle in consequence of the absence of claimants | 2 years |
| 7 | Periodical reports and returns or miscellaneous matters of no imp'ant interest submitted to the Div Offices by the Amildars and their office copies. | 2 years |
| 1 | Circular orders (other than those of permanent value or interest) issued by the Deputy Commissioners, Assistant Commissioners, Amildars and the Survey Department to their respective subordinates | 2 years |
| 52 | Papers connected with the preparation of the administration reports of Deputy Commissioners and Assistant Commissioners | 2 years |
| 53 | Office copies of periodicals submitted to Sanitary Commissioners and other offices | 2 years. |
| 57 | Public miscellaneous orders | 2 years |
| 71 | Victors and kasool patters and [illegible] | 5 years |
| 7 | Registers of births and deaths viz mortuary registers and accounts of cattle mortality | 12 yrs |

90

| | |
|---|---|
| 1 — from Inlets to the District connected with appoint promotion, punishment dismissal of District and Establishment in all arrements | 30 years<br>30 years or as long as the retirement or death of the public servant whichever is longer. |

Shimoga
November 1901

Manager
Deputy Commissioner
Shimoga District

Approved

Not Issued 21/11 / Land Forest

1904.

From
The Deputy Commissioner
Kadur District

To
The Secretary to the Govt. of His Highness the Maharaja of Mysore
Genl. & Revn. Departments
Bangalore

Dated 18th

Despatched 20th November

Received

General No. 249
No.

Enclosure No. One

Submitting a list of records of the Local Fund and Municipal Departments to be permanently preserved and of those to be destroyed

"

Misl. F. 48-24(7) D 3330

18

Deputy Commissioner's Office,
Kadur District,

Bales Camp Kadur 18th November 04

From,

M. Narain Rao Esquire,
Deputy Commissioner,
Kadur District

To,

B. N. Venkatanarasiengar Esquire
Secretary to the Government
of His Highness the Maharaja of Mysore,
General & Revenue Departments,
Bangalore.

Sir,

Adverting to Government order (1120-27)-48-2 of the 9th August 1904 Mk. requesting to submit a list of records belonging to the Local Fund and Municipal Departments to be permanently preserved and of those to be destroyed I have the honour to submit herewith a list of such records and to state that the rules laid down for the preservation and keeping of records published on the 17 November 1900 do not need any alteration.

2. The English and vernacular records connected with the Municipal and District Fund branches are preserved in the District and Taluk Revenue Record room under the custody of the Head Record Keeper, the name of the Department being legibly written on the front of the shelf, as directed in rule 2.

I have the honor to be,
Sir,
Your most obedient Servant,

Murara in Rao
Deputy Commissioner
Kadur District

M.F. 48-54 (7)

unicipal and Local Fund Department.
Papers to be permanently preserved and of those to be
in the District and Taluk Office.

20

| escription of papers | Length of time for which they are to be kept | Remarks. Showing reference in the Original list |
|---|---|---|
| do connected with the formation unicipalities, District Board, Taluk do and Union Panchayats | Permanently | |
| s on connection with the introduc- of House and Mohatarfa taxes | | |
| — do — in connection with troduction of Octroi duties on des. | | |
| — do — with the introduction s on carts etc coming to weekly markets | | |
| ps. plans etc of Municipalities and Papers relating to the settlement of nicipal Boundaries etc | | A. 8 |
| lements of papers relating to the ication under the Act or otherwise lands for Municipal or other special blic purposes. | | A 14 and 56. |
| ords connected with the allotments ayment of building sites and all ehalikas from parties with respect | | A. 26 and 47 |

| | | |
|---|---|---|
| 8 | for enjoyment of such lands as building sites etc papers connected with water supply to towns etc | A. |
| 9 | All "From" and "To" Registers | A. 3; |
| 10 | Registers and lists of records preserved permanently and of those destroyed from time to time. | A. 3[illegible] |
| 11 | Orders, reports, petitions and letters with books and file of miscellaneous papers of importance | A. 39 |
| 12 | Circulars, Rules, books and printed papers of importance which are still in force | A. 41 |
| 13 | Circular Orders of permanent interest issued by the Presidents, Assistant Commissioners and Amildars to their subordinates. | A. 43 |
| 14 | Proclamations of General import | A. 44 |
| 15 | Registers of all sanctioned works with estimates and plans &c | A. 48 |
| 16 | Village accounts Khetwar, Khirdi ledger Gothwara and Records connected with the disputed cases disposed of under the Khot Act | A. 50 |
| 17 | Records of Encroachments upon public roads etc | A |
| 18 | Papers relating to the establishment of fairs and festivals. | A |
| 19 | Cash books of the Presidents and counterfoils of impress cash sheets of the Amildars & Vice Presidents. | |
| 20 | Papers connected with the establishment of Cattle Pounds. | |
| 21 | Documents of the district [illegible] establishments | |

Permanently

...ofs of cheque books
...utes of the Sewerage Board
...ted Copies of Annual reports etc
...important periodical Accounts
...isters and Returns.

2.2

Municipal and Local Fund Departments
...hich may be retained for a specific period and destroyed at the end
...eriod in the District and Taluk Offices

| ...scription of papers | Length of time for which to be kept | Remarks |
|---|---|---|
| ...ll circular papers connected with the prepa-...tion of Annual Budgets, Reports and Accounts | 2 years | |
| ...ds, Agreements and Security bonds taken from ...ntors of revenue and others. | To be destroyed after the conditions have been fulfilled. | |
| ...tement, Correspondence and Proceedings ...lating to the sale of the occupancy rights of ...elling sites in towns | 30 years | |
| ...ecounts of the transfer of occupancies and ...anges therein under the decrees of the Civil ...urts | Do | |
| ...atement of papers of auction sales of grass ...rries, topes, fruit trees etc | 5 years | |
| ...rrespondence relating to the sale of the pro-...erty of defaulters and distraints furniture etc ...ondends | 12 years | |
| —Do— relating to the changes of the ...ames of occupants. | Do | |
| ...ports and Yadres transmitted by Village Officers ...Amildars not forming part of important ...ecords. | 2 years | |
| ...rders, reports, petitions and statements which ...bviously appear to be of no permanent value ...r interest | Do | |
| ...undry papers for preparing monthly Accounts etc | 1 year | |

| | | |
|---|---|---|
| | Papers connected with the Cattle Bond, receipts, remuneration to pound keepers and sales of impounded cattle in consequence of the absence of claimant | 2 years |
| 12 | Papers connected with the grant of leave to officials or with their appointment, promotion, compensation and dismissal | 30 years or till the death, dismissal or retirement of the officer, after retirement |
| 13 | Papers relating to the misconduct of Government servants | Do |
| 14 | Correspondence relating to suits against Revenue Officers. 23 | 30 years |
| 15 | Correspondence connected with loans for water-supply and other public improvements | 10 years after the loans are adjusted |
| 16 | Miscellaneous petitions disposed of at the time of Jamabandi | 2 years |
| 17 | Papers connected with the appointment of members of the several Boards. | 3 years or until the member vacates his seat |
| 18 | Sundry periodical accounts other than those mentioned against No 25 in Schedule A. | To be destroyed after one year |

Calcutta
15th November 94

Secretary to Government
Bengal

1904/05

From The Dy Commr Bangalore Distt

To The Secy to Govt. Revd & Rev: Deptt

Dated 15th
Despatched 12th } December'a
Received

General No. 2. 462
No.

Enclosure No. one

Forwards the lists of records to be permanently preserved & those to be destroyed in the mpl & local fund Deptts of this Distt

S. 462/Done

48-4
D38

24

Bangalore District,
District Board President's Office,
Bangalore 10th December 1904.

From,

D.Devaraja Urs,Esquire,
President District Board,
Bangalore District.

To,

B.K.Venkatavaradaiyengar,Esquire,
Secretary to the Government of Mysore,
General and Revenue Departments,
Bangalore.

Sir,

Adverting to Government Proceedings No.1120-277/48-2 Munl. dated the 9th August 1904, calling for list of Records to be permanently preserved and of those to be destroyed in the Municipal and Local Fund Departments, I have the honor to forward, herewith, the lists referred to therein, prepared on the lines indicated in Government order No.R. 1356-65/ dated the 19th November 1903, and to state that the rules laid down for the preservation and registry of records require no alteration.

I have the honor to be,
Sir,
Your most obedient servant,

for President District Board,
Bangalore District.

25

Sal. F. 48-24 (8)

~~Monthly and Annual Demand, Collection & Balance Statements~~

2. Administration reports. ✓

3 Budget Estimates.

4 Work Registers & Completion bill registers of Mun., Ob. Fund & L.F. 7/8

5 To and From Registers

6 Papers relating to the sale of lands within Municipal limits.

7 —do— Loans to Municipalities.

8 ✓ All Cheque books Mun. C., Ob. Fund & L.F. etc. (Counterfoils)

9 Barawards.

10 Acquittance Rolls.

11 Cash Books.

12 Papers touching the water supply to towns.

13 —do— extension of municipal towns

14 —do— acquisition of lands for Mun. and Disl. Fund purposes and Compensation paid therefor.

15 Maps, Plans &c. of the Municipal works and Towns

16 Papers re imposition &c. of octroi duty.

17 Orders, Reports, Petitions & letters with bodies file of Mis.

19 Registers & lists of records preserved permanently & of those destroyed from time to time.

20 Register of orders issued to and reports received from Subordinate Municipal officials

21 Records of Encroachments upon Pub. fund & Municipal Boards lands &c.

22 Circular orders issued by the Presidents & Vice Presidents.

23 Important miscellaneous orders issued by the Presidents and Vice Presidents

24 Papers relating to establishment of fairs & festivals & opening of dispensaries, Schools, Musafirkhanas Chatrams.

25 Papers relating to formation of Unions & Taluk Boards

26 All Mutchalkas from parties with respect to enjoyment of any land or building site

27 Proclamation of Special Importance

28 Records connected with the manners & customs, ceremonies & privileges of processions &c., in any caste or class of persons.

29 Records connected with the allotment or enjoyment of any building site &c.

30 Records connected with jokattas, channels and muscle wells handed over to Gov.

31. District Fund ~~Account~~ pass book

32. —do— Permanent advance register.

33. —do— Demand, Collection & Balance register.

34 —do— Cash Book.

Permanently

B - List of papers which may be retained for a specified period and destroyed at the end of such period in the District Collector's office

| | | |
|---|---|---|
| 1 | Statement of houses classified | 10 years |
| 2 | Work files with estimates of Mun. & Dist. Funds & C. F. G. | —do— |
| 3 | Papers re sale of manure. | 3 years |
| 4 | Papers re remission & imposition of taxes. | 10 years |
| 5 | Applications for building structures (Private) | 3 years |
| 6 | [illegible] Monthly Registers | 5 years |

| | |
|---|---|
| Papers connected with the to pound-keepers | — do — |
| Stationery issue & receipt-books & indents for supply. | 3 years. |
| Papers in re the improvement of Sanitation of Mul Towns | 10 years. |
| Papers in re the fines imposed under Village Sanitation Rules | 3 years. |
| Statements of incomplete works of Mul, D.L. Funds & L.F.G. | 10 years. |
| Papers relating to remuneration to village servants for the Commission of Octroi & Mohatarpha taxes | 5 years. |
| Proceedings of monthly meetings of Mul Towns, Taluk Boards and Unions | 3 years |
| Papers in re the nomination of Mul. M. Boards & Union members | 5 years |
| Papers connected with the grant of leave to officials or with their appointment, promotion, punishment & dismissal | 3 years or till the officials die or their pension claims are settled after their retirement |
| Papers re lighting contracts & Smuggling of octroi duties | 5 years. |
| Papers re Collection of taxes by Coercive measures | |

20 Papers re sale of impounded cattle — 2 years

21 All Vernacular papers connected with the preparation of annual administration reports & Budgets — Do

22 Papers relating to the sale of property of defaulters &c — 5 years

23 Papers connected with the grant of rewards to dog & snake killers &c. — 3 years

24 Papers connected with contingent expenses. — 2 years

25 Progress & notification registers of Mun., Sl. Funds and L. F. Gh. — Do

26 Records connected with the levy of any tax — one year

27 Rahadaries on tobacco and other dutiable articles — 2 years

Bangalore
12-12-04.

Hn

for President

N
Ren 19/1/05 ~~B 19/1~~ 1905

From
N. Ramanujiengar Esquire
President, District Board,
Chitaldrug District

To
Dr K. Venkatavaradiengar Esquire
Secretary to the Government of
His Highness the Maharaja of
Mysore -- General and Revenue
Departments, Bangalore

Dated 10th
Despatched 17th } January 1905
Received

General No. 374
No.

Enclosure No. 2

Furnishing opinion regarding the application of Government order No R 1356-65 dated 19th November 1903 also for the preservation etc of the records of the Local Fund and Municipal Departments.

No 374 | Enl 2
26

D4-7 W.D. W.F 48-04 91

District Board Presidents Office
Chitaldrug District
Dated, Camp Harihal 10 January 1904.
17

From

H. Ramanujaraiyar Esq
President, District Board,
Chitaldrug District

To

B. K. Venkatavaradaraiyar Esq
Secretary to the Government of
His Highness the Maharaja of Mysore,
General and Revenue Departments,
Bangalore

Sir,

With reference to Government Proceedings No. N 20-277-48-2 Mis dated 9th August 1904 calling for lists of records to be preserved and of those to be destroyed in the Municipal and Local Fund Departments of this office as well as in Taluk Offices and Enquiring whether the rules laid down for the preservation and regularity of records in Government Order No. R. 1356-65 dated 19th November 1903 require any alteration in respect of these Departments, I have the honor to submit herewith 2 lists (A and B) prepared on the lines of Government Order quoted above and to state that the rules therein laid down for the preservation and regularity of records, may also be followed in respect of the two departments in question.

2. There are at present about 125 Daftars relating to the Local Boards Branch which have to be systematically sorted both for preservation and destruction. Some of these Daftars also contain papers relating to the Marawat Department up to the year 1893. From the Experience now gained in sorting the revenue records, it is found that 2 hands working together can sort a Daftar containing correspondence in 3 days. At this rate it requires no less than a year for completing the sorting of 125 Daftars referred to above. The Establishment in the revenue record Branch, consisting as it does of only 2 hands, has 250 Daftars of other departments still left to be sorted and it does not seem feasible to burden them with this additional work. I consider it necessary therefore that a temporary hand on Rs 15/- should be employed for one year to get through this im-portant work. I beg that Government may be pleased to accord sanction to the above proposal, the cost being apportioned to District and Municipal funds of this District in Equal proportions.

3. In respect of the sorting of records connected with this branch in Taluk Offices, I do not think any Extra temporary Establish-ment is required as almost all correspondence papers are received in the District Offices for

hence

being filed in the records. Never only office copies of periodical accounts and a few cases of miscellaneous correspondence that may have taken place between the Taluk office and the Sherkidars are filed in the Taluk office: As the sorting work of revenue records in the several Taluk offices of this District has nearly been completed, it is expected that the Taluk record Establishment will be able to undertake and complete this work without any difficulty

I have the honor to be,

Sir,

Your most obedient servant,

[illegible]

President

List A. Sub F. dtd 7-4-09 (9)

29

ecords of the Municipal and Local Fund Departments to be
ly preserved in the Office of the President, Chittaldrug
well as in Taluk Offices

| Description of papers | Length of time for which to be kept | Remarks |
|---|---|---|
| "From" registers | Permanent | |
| er of works | —Do— | |
| Register | —Do— | |
| of receipts and Expenditure | —Do— | |
| ings register of periodical meetings | —Do— | |
| of lands acquired for public purposes | —Do— | |
| s of Encroachment on public roads is | —Do— | |
| re the property of District and Municipal | | |
| s | | |
| s relating to the allotment or Enjoyment | —Do— | |
| ilding sites | | |
| ers and lists of records preserved permanently | —Do— | |
| those destroyed from time to time | | |
| ulars and rules which are still in force | —Do— | |
| s books and printed papers of importance | | |
| ment of disputes of parties in the matter | —Do— | |
| Rts of permanent nature | | |
| ular orders of permanent interest issued | —Do— | |
| President | | |
| d Connected with the Execution of sanctioned | —Do— | |
| s. | | |
| assessment books | —Do— | |

10.1.05
7

R K Chitaldrug
President

List B. Vol. F. 48-Ve (9)

papers of the Municipal and Local Fund Departments, be retained for specific periods and destroyed at the end to in the office of the President, Chitaldrug District. 30

| ecription of papers | Length of time for which to be kept | Remarks |
|---|---|---|
| Darkhasts for removal of Earth, Kankar, Stone &c Municipal limits | 5 years | |
| nnected with Contingent Expenses | 5 years | |
| gs copies received from Taluk Boards and abies | 2 years | |
| of list of payments | 30 years | |
| t of Cheques issued | —Do— | |
| Sanctions | 5 years | |
| onnected with the grant of leave to officials | 30 years or till the officials die or their pension claims are settled after retirement | |
| appointment, promotion, punishment and al | | |
| relating to the misconduct of Municipal l Fund Servants | To be preserved until the servants concerned are retired or have died. | |
| kapers for preparing monthly accounts | 1 year | |
| connected with cattle pound receipts and ration to pound keepers | 5 years | |
| f Local Fund Subordinates and as Govt Inspectors &c | 2 years | |
| regarding sales of impounded cattle in ec of the absence of proper claimant to | 2 years | |
| ers connected with the preparation of sbration reports | —Do— | |
| agreements, Security bonds taken from tors and others | 5 years | |
| ment. Correspondence and proceedings relating vale of building sites in towns | 30 years | |
| copies of monthly accounts | 12 years | |
| residual returns received from Subordinates fter the general return is prepared from it bmitted to superior authorities | 2 years | |
| account submitted to superior authorities | 30 years | |
| nts and papers of auction sales of grazing topes and ferries and fruit trees &c | 5 years | |

| | |
|---|---|
| ords connected with the appointment, promotion nishment and dismissal of District and Taluk Board Establishments | 30 years |
| Records connected with the appointment of municipal and Local Fund members | 5 years |
| Periodical reports and returns on miscellaneous matters of ordinary importance submitted to the District Office by the Amildars | 2 years |
| Orders, reports, petitions and statements which obviously appear to be of no permanent value or interest | 2 years |
| Papers connected with the preparation of Budget Estimates | 2 years |
| Correspondence relating to suits against District Fund and municipal offices | 30 years |
| Local Fund Chalan form No. 1 received from Talukas | 5 years |
| Papers connected with the sale of Smuggled articles | 6 years |

16.1.05
7

H.G. Allen
Pres. secretary

IV
30/1

1904.-05.

From H. A. Sparkes Esquire
President of the District
Funds Board Mysore Dist.

To B. N. Venkata Varadaiya Esq
Secretary to the Government
of Mysore, General & Revenue
Departments

Dated 27th January 1905

Despatched 28

Received:

General No. 612

No.

Enclosure No. 1

Submitting a list showing
the particulars of records
to be permanently preserved

D50.60 Mul. F 48-4

Deputy Commissioner's office.
Local Funds Branch.

32

Dated Mysore, 27th January 1905
28

From:

H. H. Sparkes Esquire
President of the District Fund Board
Mysore District

To.

B. Ke. Venkata Varadinger Esquire.
Secretary to the Government of Mysore.
General & Revenue Departments.

Sir.

With reference to G.O. No. (120-27)-48-2 Mul of the 9th August '04 calling for an expression of opinion on the preservation of the records of the Local Fund Branch of the District office, I have the honor to submit herewith a list showing the particulars of records to be permanently preserved, and to state that the rest may be destroyed after a period of five years from the date of their final disposal. I have gone through the rules issued by Government for the preservation and destruction of revenue records, and I can only say they are too elaborate in the case of Local Fund records, where the important point is an accurate account of the amounts received and expended.

I have the Honor to be, Sir,
Your most obedient Servant
[illegible]
for President of the District
Fund Board
Mysore

Bd. F. 48 74 (9)

of Local Board and Municipal Records and to be permanently preserved in pore Debenture.

33

| Particulars | Remar |
|---|---|
| Registers | |
| ninal 'From' and 'To' Registers | |
| B The English letters are desirable to be separated | |
| m the English Records of the ich office. | |
| gue book Marquis | |
| ash books | |
| onthly Cash Accounts | |
| ortnary Returns, i.e. Births and deaths Registers | |
| baravans | |
| prespondence relating the estimates drawings or works and the completion eports | |
| oks in which Meeting Proceedings are recorded | |
| correspondence relating the nomination and appointment of members | |
| correspondence relating | |

to the introduction of new
dances

34

Elizabeth Ashley

President of the

Dancing Academy

Mysore City

IV mu 18/3/05 1904-05

From P.R.W. Wetherall Esq
President District and
Municipal Boards
Hassan District

To B.K. Venkatavaradiengar Esq
Secretary to the Government of
H.H. the Maharaja of Mysore
General & Revenue Departments

Dated 13th 9

Despatched 28th March/05

Received

General No. 681
No. 5

Enclosure No. 2.

Submitting lists of records to be preserved and those to be destroyed in the Local Funds and Municipal Departments

35

Ind F 48-04 4
D6351

OFFICE OF THE
HASSAN DIST
LOCAL FUND & MUNICIPAL BOARDS

Dated, Hassan 15th

From
P.R.V. Welterall
President, District B
Hassan District

To. B. K. Venk
Secretary to the
of H.H. the Maharaja of
Mysore, General & Revenue
Departments

Sir,

According to Government Proceedings No (1120-27)-48-2 and dated 9th August 1904, requesting submission of lists of records to be preserved and of those to be destroyed in the Local Funds and Municipal Departments

and

and also enquiring whether the rules laid down for the preservation and registry of records ordered in Government Proceedings No. Q 1356-65 dated 19th November 1903 require any alteration &c, I have the honor to submit herewith 2 lists, one showing the records to be preserved permanently and the other showing those to be destroyed after specified periods.

2. The instructions contained in the order of Government referred

referred to in the above for the preservation of records, appear clear and full for guidance in the Local Trust and Municipal Departments, and do not seem to require any modification.

I have the honor to be

Sir

Your most obedient servant

J M Rutherford

President, District and Municipal Boards

Nel Nassau District

W.F. 48-74 (11)

ang records to be preserved perma-
i the Local Fund and Municipal De-
ds

38

---

Nature of records.

---

ed "Fram" Registers
of records to be preserved & that of to be des-

ars, Rules, books & printed papers of im-
nce.
s of Works & sanctioned estimates, plans
letain reports & records relating to the above.
rds connected with disputed cases disposed of.
pertaining to lands acquired for Municipal
Fund purposes.
ets sanctioned in both the Departments
ments of Annual receipts & Expenditure
al Administration reports of the two
tments.
s of Municipal taxes, Octroi & tolls and
wise in from time to time.
s of ferries and their realizations
-fees — do
s of Government buildings & properties
containing in outline, municipal meeting
dings.
Boards meeting Proceedings Books
n Panchayats — do —
Hindi, Takavi Lakh & Jamabandi Khata-
accounts of Municipalities & Unions.
reports, petitions & letters with books and
of a miscellaneous character.

---

3-3-05.

D. M. Bruce Thomson

Revenue Clerk, District Fund
Dev. & Municipal Board
Hassan

Showing the records of the Local-Government Board periods

| No | Nature of Records |
|---|---|
| 1. | Registers of births & deaths or mortuary returns |
| 2. | Records relating to the sale of food |
| 3. | Counterfoils of receipts of amounts credited to District |
| 4 | Pay bills of the establishments of the municipal and district |
| 5 | Schedules of the above establishments |
| 6 | Papers connected with the grant of leave to officials or with their appointment, promotion, punishment & dismissal. |
| | Accounts & statements pertaining to annual & demand received from Talukas. |
| 8 | Annual Accounts |
| 9. | Monthly accounts |
| 10 | Imprest cash sheets |
| 11 | Papers connected with the cattle pound receipts & accounts |
| 12 | Records relating to the sale of impounded cattle for want of [illegible] |
| 13. | Visitors Books of 3rd class Travellers Bungalows |
| 14 | Papers relating to do |
| 15 | Records re the recovery of maintenance in Lunacy |
| 16 | Transfer passes & Warrants in Lunacy |
| 17 | Papers relating to the destruction of [illegible] |
| 18 | Papers connected with contingent expenses |
| 19. | Certain Travel passes |
| 20 | Old papers of a miscellaneous & unimportant |
| 21 | Records relating to the sale of Toll-gates |

Dated, Hassan
March 15

| | Period for which to be preserved |
|---|---|
| | 12 years. |
| | 12 years. |
| do | 12 years |
| Branches | 60 years |
| | 100 years |
| | 30 years or till the officials due or their pension claims are settled after retirement. |
| records | |
| | 2 years |
| | 30 years |
| | do do |
| | 12 years |
| to form records | 5 years. |
| | 2 years |
| | 12 years |
| | 2 years |
| | Till the account is recovered |
| | 12 years |
| | 2 years |
| | 5 years |
| | 5 years |
| | 2 years |
| | 3 years |

D M Wellheralll

President, District and Municipal Boards, Hazaribagh

Period of time and

D1751

IV

II A. S. N. 59 25/6

No. 25 S 1905/6 Ed. F. 48-94 (12)

From
K Doraswami Iyer Esq
President of the Municipalities, Tumkur District

To
B. K. Venkatavarovengar Esq
Secretary to the Govt. of H. H. the Maharaja of Mysore

40

Dated 18th Egul: & Rev Depts.

Despatched 24th August/05

Received

General No. 177
No.

Enclosure No. 1

As called for in Govt Proc: No 1120-2-482/ml dated 9th August/04, the undersigned has the honor to forward herewith lists of record of the municipal and Local Fund Departments that are to be permanently preserved and of those that are to be destroyed after a specified time and

and to state that the rules laid down in Government order No: R 1356-65 dated the 19th November 1903, for the preservation and regularity of records require no alteration in connection with the Municipal and Local Fund departments.

B. Freeman

45

cipal and Local Fund Departments.
ruor so to be permanently preserved and
to be destroyed after a specified period

papers to be preserved permanently in the District
and Taluk Offices.

| Description of papers | Length of time for which to be kept. |
|---|---|
| ter of proceedings of the meetings | |
| luk and District Municipal | Permanently |
| do | |
| mprest Book | do |
| lar orders and rules of a- | |
| nent nature | do |
| ers and do Registers | do |
| ter of Receipts and Expenditure | do |
| to Sanctions by Government | |
| Government proceedings | do |
| ter of Estimates, plans and | |
| tion Bills and reports | do |
| rder Book | do |
| rs, connected with the allot- | |
| t or the payment of tracing lite | do |
| ers, reports, petitions and | |
| s with Books and file of | do |
| ellaneous papers of importance | |
| tracts from General Statistical | do |
| ns received from Taluks | |
| ular, rules, books and printed | do |
| papers of importance which are | do |
| e in force | |
| ular orders of permanent in- | |
| ct issued by the Deputy Commis- | |
| sioner of the District Fund Board | do |

Connected with the administration
nium, code, Epidemic Diseases Permanently
lations. &c.

| | |
|---|---|
| ter of Orders issued to and re- | 43 |
| received from subordinate | do |
| h Officers | |
| ct Fund Cheque Books of Counter- | do |
| quittance Roll | do |
| Zamawar | do |
| tement of sites reserved for | do |
| lic purposes | |
| rar Sakta relating to municip | do |
| matters | |
| nabandi Goshwara of muni- | do |
| l. revenue | |
| ordes relating to Octroi duty | do |
| lished on certain articles. | |
| ordes relating to House sites, | do |
| allotment and enjoyment | |
| thalikas obtained from | |
| ec regarding the enjoyment | do |
| vacant sites and buildings | |
| ordes dealing with lands taken | do |
| for public purposes. | |
| List of payments | do |
| ster of Receipts and Expenditure | do |
| ister of amounts remaining | |
| expended in the hands of the Pre- | do |
| sents of Taluk Boards and Vice | |
| sidents of municipalities. | |
| nprest and Cash balance register | do |
| Plague Branch | |
| Sales Book of do | do |

Plague Branch cont.

| | | |
|---|---|---|
| and Kanchan Prem & Jagjiban | | permanently |
| Car Vouchers of permanent Interest | | Do |
| and Books of Counterfoils | 44 | Do |
| Ledger of Collection of Bungalow fees | | Do |
| Stores Book kept in Mucafirkana | | Do |
| Ledger of expenditure incurred on | | |
| sick Occasions | | Do |

| | |
|---|---|
| of papers which may be retained for ifpec to and destroyed at the end of each - in the District and Taluk offices. | |
| District Fund and Municipal | 45 |
| ward of District Fund and Munici- Establishment | 30 years |
| Service Registers | till death or retirement of the incumbents concerned |
| ness reports and statements | |
| istrict Fund books) | 5 years |
| ers of Labour, cases attended midwives | 2 years |
| records of unclaimed cattle pounded | do. |
| ices, issued to members to attend stings of the Board | 1 year |
| annual account | 12 years |
| ft Budget Estimates submitted Government | 5 years |
| ister of Births and Deaths | 12 years |
| cular orders, reports & gadis of temporary interest | 1 year |
| & of articles belonging to Govt. by public auction | 2 years |
| do in connection with claims impounded cattle | do |
| Receipt Books | 5 years |
| nthly accounts - office copies | 2 years |
| iodical returns and reports. miscellaneous matters of no im- tant interest submitted to the ent officers by the amildars and their ce copies. | 2 years |

| | |
|---|---|
| cacurement Books' | 5 years |
| ice copies of Estimates | 2 years |
| ellaneous Correspondence of no | |
| ortant Interest submitted to | 2 years |
| ior authorities | |
| ward Books of Vaccination &c. | 30 years |
| ts of receipt and issue of Station- | 5 years |
| artists | |
| ber of dynamite received and Ex- | till the auth. |
| ded. | is of inaccu- |
| | -desired. |
| nand, Collection & Balance returns | 5 years. |
| relating to the Election of members | till re-elec- |
| the Taluk, District & Municipal Boards | -tion takes |
| | place |
| bers, connected with the Cattle- | |
| and receipts and Enumeration | 5 years |
| ous & kipers | |
| pers, connected with Contingent | 5 years |
| pence | |
| pers connected with the grant of | 30 years or |
| e to Officials or with their appoint- | till the offi- |
| t, promotion, punishment and | cials or their |
| ion real | pension |
| | claim are |
| | settled after |
| | retirement. |
| ounts of printed forms & Stationery | 2 years |
| ers connected with the preparation | |
| enumeration Reports | 2 years |
| ertency statements of District Funds | 2 years after |
| the inspected | their comple- |
| | -tion. |
| List of Sanctions | 10 years |
| tal Statistics and accounts | |
| tuary & Vaccination received from | 2 years |
| uks. to prepared in Dist. Office | 5 years |
| cords connected with applications | |
| building sites | 30 years |

| | |
|---|---|
| ...s and Statements relating | |
| ...nufers of patta in respect of | 12 years |
| ...s and sites and also to re- | |
| ...inhment thereof | |
| records of stones for revenue | 12 years |
| ...ault | |
| ...nual accounts prepared in | 12 years |
| ...istrict office | |
| ...itions for reduction of Inohatwa | 2 years |
| ...and papers relating thereto | |
| ...le records of Jura i | 5 years |
| ...ers connected with sale of | 2 years |
| ...d trees, stone, manure &c. | |
| ...ice of demand for arrears of | 2 years |
| ...enue | |
| ...ected applications for building | 12 years |
| ...s | |
| records of unserviceable tools and | 2 years |
| ...nts | |
| ...ehers received from dry and | 1 year |
| ...ehi Kiccers for rewards paid to them | |
| ...ister of Potgi accounts paid | 30 years |
| ...ables and Shanbogs | |
| ...ance Sheets of Inohatwa revenue | 5 years or until the accounts are [illegible] |
| ...ice copies of monthly returns | 5 years |
| ...easurement Books | 5 years |
| ...counterfoils of receipts | 2 years |
| Stock Register | 5 years |
| ...ri hazat patta on acc food | 5 years |
| ...arterly statements of Municipal | 2 years after the books are completed |
| ...who inspected | |
| ...C. B accounts received from Talukas | 2 years |
| do- Compiled in District Office | 12 years |
| ...ister of Municipal deposits | 5 years |

| | |
|---|---|
| ayment of deposits | 2 years |
| nual accounts accompanying | |
| inistration reports compiled | 12 years |
| District Office | |
| — received from Taluks | 2 years |
| ister of Works | 5 years |
| abwise demand statement | 2 years |
| ived from Taluks | |
| ers relating to monthly | 2 years |
| dimport bills | |
| ers relating to grant of licenses | 12 years |
| building ~~sites~~ house. | |
| papers relating to the absence | |
| embers from three consecutive | 1 year |
| ings of the Municipal Board | |

## Plague Branch.

| | |
|---|---|
| rule of establishment | 12 years |
| quittance Roll | 30 years |
| Barawards | 30 years |
| ly the Cash accounts with all its | |
| companiments, viz, Cist Cheques | 5 years |
| of payments &c | |
| ily plague Report, register | 1 year |
| nual Plague Administration | 12 years |
| orts | |
| nual accounts received from | 2 years |
| uks | |
| Do — prepared in the District Office | 12 years |
| Weekly plague report | 2 years |
| ular orders of no permanent | 2 years |
| ersest | |
| ellaneous correspondence of no im- | 2 years |
| ant interest from superior autho- | |
| s to subordinate officers | |

Vs President

P.M. 195

File No. 48-Se
Serial No. 13

49

Letter replied to

Proceedings of the Government of His Highness the Maharaja of Mysore.

AL AND REVENUE
SECRETARIAT.
Inwd )

190

2-4-06

Sec-H.R

READ.—

The following communications received from the Presidents of Municipal and District Boards in the State anent the preservation and destruction of municipal and L.F. records in the district and

ORDER THEREON.—NIL.

Taluk Offices:—

1) The Pres^ts of Mud District Bds. } is C142 & 259
Kolar dist

2) do — do Shimoga dist. No 391/67 & 9-11-04

3) do — do. Kadur dist No 247 & 18-1-04

4) do — do Bangalore dist No 462 & 10-12-04

5) do — do — Chikmagalur dist No 374 & 10-1-05

OVER

SUBJECT

Circulates among the Presidents of the Mud & Dist Boards for their opinion two statements showing the names of records relating to municipal & Dist Board matters to be preserved & to be destroyed.

MGCPB—20,000—24-2-05

6) The President of Municipal & Dist. Bd of Mysore } No. 612 dt 27-1-05

50

7) do — Chassandra No. 68/5 dt 13-3-05

8) do — Dumlur dt No. 177 dt 14-8-05

---

Order thereon No. 10216-2 : Tres 2 dt 2-4-06
(48-04) 13

Two lists, compiled in this office shewing:- (1) "A"-papers to be preserved permanently (2) B-papers to be destroyed after certain periods of preservation are forwarded to the Presidents of the Municipal and District Boards with a request that they will ~~for opinion. They are requested to note~~ record their with ~~their~~ reason or in as far as possible the ~~blank~~ left blank in column ~~of~~ the printed lists and submit ~~a copy of~~ them for the ~~office~~ of this office at a very early date.

29.3.1906

Secretary

29/3/06

Secretary

29/3/06

Minute

Present

2. The Presidents of Municipal & District Boards & the President of Municipal Commissioners of the cities of Bangalore and Mysore ~~[illegible]~~ are left to

1906

From The Resident Mysore

To The Secretary
Genl & Rev Depts

Dated 12

Despatched 13 June.

Received

General No. 1297

No.

Enclosure No. 1

---

Returns Lib of Records
are presented & asks for a record keeper

Rec 48-04-13

No. 1297/Gn1

82-1-1 Office of the President of the District Board Mysore District

D-9737 Dated Mysore 12 & June 1906.

To

The Secretary to the Government of His Highness the Maharaja of Mysore General and Revenue Department

Sir,

I have the honour to acknowledge the receipt of Government order No. 10216-25 Rec (48-04)-13 of the 2nd April 1906 calling for opinion on the list showing the records to be preserved and destroyed in the Municipal and District Fund matters and to submit herewith a copy of the said Government order expressing my opinion in the column provided therefor. Some of the items appear to be a repetition and may be omitted. In this connection I beg to bring to the kind notice that no record keeper is sanctioned in the Local Fund Branch of the District office. A clerk on Rs 15/- per mensem may be sanctioned.

sanctioned for the records as otherwise, they cannot be properly taken care of and kept in good order 52

I have the honor to be

Sir,

Your most obedient servant

[illegible] Sparke

President

of the District Board

Mysore Dist'

llowing communications from the Presidents of Municipal and District Boards in the
it the preservation and destruction of Municipal and Local Fund records in the
d Taluk Offices :—

| | | |
|---|---|---|
| President of | Municipal and District | Boards, Kolar District, No. C. 142, dated 25th September 1904. |
| Do | do | Shimoga District, No. 391—67, dated 9th November 1904. |
| Do | do | Kadur District, No. 249, dated 18th November 1904. |
| Do | do | Bangalore District, No. 462, dated 10th December 1904. |
| Do | do | Chitaldrug District, No. 374, dated 10th January 1905. |
| Do | do | Mysore District, No. 612, dated 27th January 1905. |
| Do | do | Hassan District, No. 681—S, dated 13th March 1905. |
| Do | do | Tumkur District, No. 177, dated 18th August 1905. |

---

No. 10216-25—Mi. (48-04)-13, dated Bangalore, 2nd April 1906.

ER THEREON.—Two lists compiled in this office showing (1) A. Papers to be
d permanently (2) B. Papers to be destroyed after certain periods of preserva-
e forwarded to the Presidents of the Municipal and District Boards with a
hat they will record their opinion with reasons as far as possible in the column
k in the printed lists and submit them to this office at a very early date.

B. K. VENKATA VARADA IYENGAR,
*Secy. to Govt., Gen. & Rev. Dept.*

The Presidents of Municipal and District Boards:
The Presidents of the Municipal Commissions of the Cities of Bangalore and Mysore.

**A.** List of papers to be preserved permanently in the District and Taluk O

| Serial No. | Description of papers | Opinion of the President of the Municipal and District Boards |
|---|---|---|
| 1 | Register of Proceedings of the Meetings of Taluk, District and Municipal Boards | |
| 2 | Imprest Book ... ... ... | |
| 3 | Circular Orders and Rules of permanent nature ... | |
| 4 | "From" and "To" Registers ... .. ... | |
| 5 | Register of receipts and expenditure ... ... | |
| 6 | Budgets sanctioned by Government and Government Proceedings | |
| 7 | Register of all sanctioned works with estimates, plans and completion bills and reports | |
| 8 | Order Book ... ... ... ... | |
| 9 | Records connected with the allotment or enjoyment of building site | |
| 10 | Orders, reports, petitions and letters with books and file of miscellaneous papers of importance | |
| 11 | Abstracts from general statistical returns received from taluks | |

A—*continued.*

| [illegible] | Description of papers | Opinion of the President of the Municipal and District Boards |
|---|---|---|
| 2 | Circulars, rules, books and printed papers of importance which are still in force | |
| 13 | Circular orders of permanent interest issued by the Deputy Commissioners and Presidents of the District Fund Boards | |
| 14 | Papers connected with the administration of Famine Code, Epidemic Diseases Regulations, etc. | |
| 15 | Register of orders issued to and reports received from subordinate Taluk Officers | This is [illegible] the same as item No [illegible] |
| 16 | District Fund Cheque books of counterfoils .. ... | "and Municipal" may be added between the words "District" and "Fund". |
| 17 | Acquittance Roll ... ... ... | |
| 18 | Barawards ... ... ... ... | Same as item no. 17 |
| 19 | Statement of sites reserved for public purpose .. | |
| 20 | Takarar Tahkta relating to Municipal matters ... | |
| 21 | Jamabandi Goshwara of Municipal revenue ... | |
| 22 | Mutchalikas obtained from people regarding the enjoyment of vacant sites and buildings | Included in item [illegible] |

**A—*continued.***

| Serial No. | Description of papers | Opinion of the President of the Municipal and District Boards |
|---|---|---|
| 23 | Register of amounts remaining unexpended in the hands of the Presidents of Taluk Boards and Vice-Presidents of Municipalities | |
| 24 | Imprest and cash balance Register ... ... | same as item No 2. |
| 25 | Pass book of Plague Branch ... ... ... | |
| 26 | Kanarese and English "From" and "To" Registers ... | |
| 27 | Register of expenditure incurred on special occasions ... | |
| 28 | Barward Books of Vaccination establishment ... | |
| 29 | Register of records to be preserved and of those to be destroyed | |
| 30 | Records connected with disputed cases disposed of .. | |
| 31 | Administration Reports | |
| 32 | Register of Municipal taxes, mohatarfa and their revision from time to time | |
| 33 | Register of ferries and their realizations | |

**A—*continued.***

| 1 | Description of papers | Opinion of the President of the Municipal and District Boards |
|---|---|---|
| | Toll-gates and their realisations ... ... | |
| | Register of Government buildings and properties ... | |
| | "O" Registers ... ... ... ... | Same as item no 7 |
| | Cheque Book margins ... ... ... | Do Item no 16 |
| | Cash Books ... ... ... ... | |
| | Monthly cash accounts ... ... ... | |
| | Correspondence relating to the introduction of new taxes | |
| | Records of encroachment on public roads, etc., which are the property of District and Municipal Boards ... | |
| | Statement of cheques issued ... ... ... | This being an enclosure to monthly accounts, we may say of monthly account |
| | Statement, correspondence and proceedings regarding the sale of building sites in towns ... ... | |
| | Correspondence relating to the constitution of the Taluk Boards and Municipalities ... ... ... | |

**A—*continued.***

| Serial No. | Description of papers | Opinion of the President of the Municipal and District Boards |
|---|---|---|
| 45 | Papers relating to the water-supply to towns and villages | |
| 46 | Register of rainfall ... ... .. ... | This is dealt the Revenue |
| 47 | Papers in connection with the introduction of fees on carts, etc., coming to weekly markets | |
| 48 | Maps, plans, etc., of Municipalities and all papers relating to the Settlement of Municipal boundaries | |
| 49 | Proclamations of general import ... ... | |
| 50 | Papers connected with the establishment of cattle-pounds | |
| 51 | Papers relating to the establishment of fairs and festivals and opening of dispensaries, schools, musafirkhanas or chattrams | |
| 52 | Counterfoils of cheque books ... .. ... | Same as item one. |
| 53 | Printed copies of annual reports, etc. .. .. | Do item No |
| 54 | Accounts of the transfer of occupancies and of changes therein under the decrees of the Civil Court | |
| 55 | Correspondence relating to the changes of names of occupants | |

*Local Fund and Sanitary (Municipal), dated 2nd. April 1906.*

A.—*concluded.*

| ial o. | Description of papers | Opinion of the President of the Municipal and District Boards |
|---|---|---|
| 6 | Reports and Yadis transmitted by village officers to Amildars not forming part of important records | |
| 7 | Records connected with the manners and customs, ceremonies and privileges of procession, etc., in any caste or class of persons | This is dealt with in the Police Department |
| 8 | Records connected with Gokattes, channels and private wells handed over to Government (1) (2) | (1) Revenue (2) Irrigation |
| 59 | District Fund Pass Book .. ... ... | |
| 60 | District Fund Permanent Advance Register ... | Same as item No 2. |
| 61 | District Fund D. C. and B. Register ... ... | |
| 62 | District Fund Cash Book ... ... ... | Same as item No 28 |
| 63 | Papers connected with remission and imposition of taxes (1) (2) | (2) Same as item No 40 |

**B.—List of papers which may be retained for specific periods and destroyed at the end of such periods in the District and Taluk Offices.**

| Serial No. | Description of papers | Proposed periods of preservation | Opinion of the President of District and Municipal Boards |
|---|---|---|---|
| 1 | Records relating to Octroi duty abolished on certain articles. | 10 years ... ... | |
| 2 | Records dealing with lands taken up for public purposes. | 12 years .. .. | |
| 3 | List of payments ... ... | 30 years ... ... | This being monthly are to be transferred 'A list' |
| 4 | Register of collection of bangalow fees. | 10 years .. ... | |
| 5 | Visitors' book kept in musafirkhana | 12 years ... ... | |
| 6 | Service Registers .. ... | Till death or retirement of the incumbents concerned. | |
| 7 | Progress Reports and statements of District Fund Works. | 5 years ... ... | |
| 8 | Return of labor cases attended by midwives | 2 years ... .. | |
| 9 | Sale records of unclaimed cattle impounded. | 2 years .. .. | |
| 10 | Notices issued to members to attend meetings of the Boards. | 1 year ... .. | |
| 11 | Annual accounts ... ... | 30 years .. ... | The Notation may reduced to ten years as the accounts are included in the [illegible] |

*Local Fund and Sanitary (Municipal), dated 2nd April 1906.*

B—*continued.*

| al | Description of papers | Proposed periods of preservation | Opinion of the President of District and Municipal Boards |
|---|---|---|---|
| 12 | Draft budget estimates submitted to Government. | 2 years ... ... | |
| 13 | Register of births and deaths ... | 12 years ... ... | |
| 14 | Circular orders, reports, yadis, etc., of temporary interest. | 2 years ... ... | |
| 15 | List of articles belonging to Government sold by public auction | Do | |
| 16 | Records in connection with claims to impounded cattle. | Do | Same as item no 9. |
| 17 | Receipt Books ... .. | 5 years ... ... | May be transferred to list "A" |
| 18 | Monthly accounts—office copies .... | Do | |
| 19 | Periodical reports and returns on miscellaneous matters of no important interest submitted to the District Officers by the Amildars and their office copies. | 2 years ... ... | |
| 20 | Measurement books ... ... | 10 years ... .. | These have to be kept permanently as these are the basis of all. [illegible] |
| 21 | Office copies of estimates ... | 2 years ... ... | |
| 22 | Miscellaneous correspondence of no permanent interest submitted to superior authorities. | Do | |

*Proceedings of the Government of His Highness the Maharaja of Mysore,*

**B—*continued.***

| Serial No. | Description of papers | Proposed periods of preservation | Opinion of the President of District and Municipal Boards |
|---|---|---|---|
| 23 | Book of receipt and issue of stationery articles. | 5 years ... ... | |
| 24 | Register of dynamite received and expended. | Till account is finally adjusted. | |
| 25 | Records relating to the election of members for the Taluk, District and Municipal Boards. | 5 years ... ... | |
| 26 | Papers connected with the cattle-pound receipts and remuneration to pound-keepers. | Do | |
| 27 | Papers connected with contingent expenses. | Do | |
| 28 | Papers connected with the grant of leave to officials or with their appointment, promotion, punishment and dismissal. | 30 years or till the official dies or his pension claims are settled after retirement. | |
| 29 | Accounts of printed forms and stationery. | 5 years ... ... | |
| 30 | Papers connected with the preparation of administration reports. | 2 years ... ... | |
| 31 | Quarterly statement of District Fund Works inspected. | 5 years ... ... | |
| 32 | List of sanctions ... ... | 10 years ... ... | Same as item in List A |
| 33 | Vital statistics and accounts, mortuary and vaccination received from taluks. | 2 years ... ... | |

*Local Fund and Sanitary (Municipal), dated 2nd April 1906.*

B—*continued.*

| ial o. | Description of papers | Proposed periods of preservation | Opinion of the President of District and Municipal Boards |
|---|---|---|---|
| 34 | Vital statistics and accounts, mortuary and vaccination prepared in district office. | 5 years ... ... | |
| 35 | Records connected with applications for building sites. | Do .. ... | Item No. 9 in list |
| 36 | Records and statements relating to transfers of pattas in respect of houses and sites and also to relinquishment thereof. | 12 years ... ... | |
| 37 | Sale records of house for revenue default. | 12 years ... ... | |
| 38 | Petitions for reduction of mohatarfa tax and papers relating thereto. | 2 years ... ... | |
| 39 | Sale records of amarayi ... | 5 years ... ... | |
| 40 | Papers connected with sale of dead trees, stone, manure, etc. | Do ... ... | |
| 41 | Notice of demand for arrears of revenue. | 2 years ... .. | |
| 42 | Register of applications for building sites. | 5 years ... ... | |
| 43 | Sale records of unserviceable tools and plant. | 2 years ... ... | |
| 44 | Vouchers received from dog and snake-killers for rewards paid to them. | 2 years ... ... | |

*Proceedings of the Government of His Highness the Maharaja of Mysore,*

B—*continued.*

| Serial No. | Description of papers | Proposed periods of preservation | Opinion of the President of District and Municipal Boards |
|---|---|---|---|
| 45 | Register of petgi allowances paid to patels and shanbhogs | 20 years ... ... | |
| 46 | Balance sheets of mohatarfa revenue. | 5 years or until the arrears are recovered. | |
| 47 | Office copies of monthly returns ... | 5 years ... ... | Same as above |
| 48 | Counterfoils of receipts ... | Do | |
| 49 | Stock register ... ... | Do | |
| 50 | Octroi hasal patties on all goods... | Do | |
| 51 | Quarterly statements of Municipal works inspected. | 2 years ... ... | |
| 52 | D. C and B Accounts received from taluks. | Do | |
| 53 | Do compiled in District office. | 5 years ... ... | |
| 54 | Register of Municipal deposits ... | Do | |
| 55 | Repayment of deposits ... | 2 years .. ... | |

*Local Fund and Sanitary (Municipal), dated 2nd April 1906.*

B—*continued.*

| al | Description of papers | Proposed periods of preservation | Opinion of the President of District and Municipal Boards. |
|---|---|---|---|
| 56 | Annual accounts accompanying Administration Reports compiled in the District office. | 2 years ... ... | Item No 11. |
| 57 | Do received from taluks ... | Do ... ... | |
| 58 | Register of works ... | 5 years ... ... | Item no 7 in list A |
| 59 | Mohatarfa demand statement received from taluks. | 2 years ... ... | |
| 60 | Papers relating to monthly contingent bills. | Do ... ... | |
| 61 | Papers relating to grant or license for building houses. | 12 years ... ... | |
| 62 | Papers relating to the absence of members from consecutive meetings of the Board. | 1 year ... ... | |
| | *Plague Branch.* | | |
| 63 | Schedule of establishment. | 5 years ... ... | may be transferred to "A" list as they may be required when persons concerned are ~~[illegible]~~ for appointment |
| 64 | Acquittance Roll. | Do ... ... | |
| 65 | Baraward. | Do ... ... | |
| 66 | Plague cash accounts with all its accompaniments *i. e.*, list of cheques of payments, etc. | 20 years ... ... | |

**B—*continued.***

| Serial No. | Description of papers | Proposed periods of preservation | Opinion of the President of District and Municipal Boards |
|---|---|---|---|
| 67 | Daily Plague report register. | 1 year ... ... | |
| 68 | Annual Plague Administration reports. | 10 years ... ... | |
| 69 | Annual accounts received from taluks | 5 years ... ... | |
| 70 | Do prepared in the District office. | Do ... ... | |
| 71 | Weekly Plague report ... | 1 year ... ... | |
| 72 | Circulars orders of no permanent interest. | 2 years ... ... | |
| 73 | Miscellaneous correspondence of no important interest from superior authorities to subordinate officers. | Do ... ... | |
| 74 | Records relating to the sale of fords | 12 years ... | |
| 75 | Pay bills of the establishments of the Municipal and District Fund Branches. | 30 years .. .. | |
| 76 | Schedules of the above establishments | Do ... ... | |
| 77 | Records relating to the recovery of mohatarfa in Unions. | Till the amount is recovered ... ... | |

*Local Fund and Sanitary (Municipal), dated 2nd April 1906.*

B—*continued*

| Serial No. | Description of papers | Proposed periods of preservation | Opinion of the President of District and Municipal Boards |
|---|---|---|---|
| 78 | All papers of miscellaneous and unimportant nature. | 2 years ... ... | |
| 79 | Records relating to the sale of toll-gates. | 3 years ... ... | |
| 80 | License darkhasts for removal of earth, kankar, stone etc., within the Municipal limits. | 5 years ... ... | |
| 81 | Papers relating to the misconduct of Municipal and Local Fund servants. | To be preserved until the servants concerned have been retired or have died ... | |
| 82 | Sundry papers for preparing monthly accounts. | 1 year ... .. | |
| 83 | Diaries of Local Fund subordinates, such as Work Inspectors. | 2 years ... .. | |
| 84 | Deeds, agreements, security bonds taken from contractors and others | To be destroyed after the conditions are fulfilled | |
| 85 | Correspondence relating to suits against District Fund and Municipal offices. | 30 years ... ... | |
| 86 | Local Fund challan Form No. 1 received from taluks. | 5 years ... ... | |
| 87 | Papers connected with the sale of smuggled articles. | Do .. ... | |
| 88 | Statement of charges incurred on account of repairs to and construction of tanks, wells, etc., in the Revenue Department. | Do .. ... | |

*B—continued.*

| Serial No. | Description of papers | Proposed periods of preservation | Opinion of the President of District and Municipal Boards |
|---|---|---|---|
| 89 | Periodical returns and unanswered references. | 2 years ... ... | |
| 90 | Office copies of periodicals submitted to Sanitary Commissioner and other officers. | Do ... ... | |
| 91 | Taluk miscellaneous orders ... | Do ... ... | |
| 92 | Remission statements ... | 12 years .. ... | |
| 93 | Papers relating to instructions for removing thorns from prickly-pear. | 10 years ... ... | |
| 94 | Correspondence connected with loans for water-supply and other public improvements. | 10 years after the loans are adjusted ... | |
| 95 | Miscellaneous petitions disposed of at the time of jamabandi. | 2 years ... ... | |
| 96 | Sundry periodical accounts of minor importance. | 1 year ... ... | |
| 97 | Statement of houses classified. | 10 years ... .. | |
| 98 | Work files with estimates of Municipal and District Funds and Local Funds General. | Do ... ... | |
| 99 | Taluk monthly Imprest Registers. | 12 years .. ... | |

*Local Fund and Sanitary (Municipal), dated 2nd April 1906.*

B—*concluded.*

| Serial No. | Description of papers | Proposed periods of preservation | Opinion of the President of District and Municipal Boards |
|---|---|---|---|
| 100 | Taluk Octroi Registers ... | 10 years ... ... | |
| 101 | Taluk Pound Registers. ... | Do ... ... | |
| 102 | Stationery issue and receipt books and indents for supply. | 3 years ... ... | |
| 103 | Papers in connection with the improvement of sanitation of Municipal towns. | 10 years ... ... | |
| 104 | Papers relating to the fines imposed under Village Sanitation Rules. | 3 years ... ... | |
| 105 | Papers relating to remuneration to village servants for the collection of Octroi and mohatarfa taxes. | 5 years ... ... | |
| 106 | Papers regarding the lighting contracts and smuggling of Octroi duties. | Do ... . | |
| 107 | Papers regarding the collection of taxes by co-ercive measures. | Do ... ... | |
| 108 | Progress and notification registers of Municipal Funds and Local Funds General. | 2 years ... ... | |
| 109 | Rahadaries on tobacco and other dutiable articles. | Do ... ... | |

Commissioner &
President L.D.B

1905-06

GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE

LOCAL FUND AND SANITARY
(MUNICIPAL)

PROCEEDINGS

*Dated 2nd April 1906*

No. $\frac{10216\text{-}25}{\text{Ml. (48-04)-13}}$

Circulates among the Presidents of the Municipal and District Boards for their opinion, two lists showing the records relating to Municipal and District Fund matters to be preserved and those to be destroyed.

Inl 48-04 1-8-6 (1-x) 5/10
8 1906-07 54

From D 1076
K. Doraswami Iyer Esq.,
President of the District Board,
Tumkur District

To
K. S. Chandrasekhara Iyer Esq., B.A., B.L.
Secretary to the Govt of Mysore,
General & Revenue Departments

Dated 28th }
Despatched } July 1906
Received

General No. 102
No.
1 Enclosure No. 1.

Referring to Government Order No. 10216-25 Inl (48-04)-13 dated 2nd April 1906 circulating for opinion two lists showing the records relating to Municipal and District Fund matters to be preserved and those to be destroyed, undersigned has the honor to forward herewith the two lists duly recording undersigned's opinion

55

in the column left blank for the purpose.

Mr. Sorensen moves
For President.
WM

following communications from the Presidents of Municipal and District Boards in the the preservation and destruction of Municipal and Local Fund records in the and Taluk Offices :—

| | | |
|---|---|---|
| President of | Municipal and District Boards, | Kolar District, No. C. 142, dated 25th September 1904. |
| Do | do | Shimoga District, No. 391—67, dated 9th November 1904. |
| Do | do | Kadur District, No. 249, dated 18th November 1904. |
| Do | do | Bangalore District, No. 462, dated 10th December 1904. |
| Do | do | Chitaldrug District, No. 374, dated 10th January 1905. |
| Do | do | Mysore District, No. 612, dated 27th January 1905. |
| Do | do | Hassan District, No. 681—S, dated 13th March 1905. |
| Do | do | Tumkur District, No. 177, dated 18th August 1905. |

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No. 10216-25—Mi. (48-04)-13, DATED BANGALORE, 2ND APRIL 1906.

THEREON.—Two lists compiled in this office showing (1) A. Papers to be ed permanently (2) B. Papers to be destroyed after certain periods of preserva- are forwarded to the Presidents of the Municipal and District Boards with a that they will record their opinion with reasons as far as possible in the column k in the printed lists and submit them to this office at a very early date.

B. K. VENKATA VARADA IYENGAR,
*Secy. to Govt., Gen. & Rev. Dept.*

To—The Presidents of Municipal and District Boards.
The Presidents of the Municipal Commissions of the Cities of Bangalore and Mysore.

**A. List of papers to be preserved permanently in the District and Taluk Offices.**

| Serial No. | Description of papers | Opinion of the President of the Municipal and District Boards |
|---|---|---|
| 1 | Register of Proceedings of the Meetings of Taluk, District and Municipal Boards | Might be kept |
| 2 | Imprest Book ... ... ... | do. |
| 3 | Circular Orders and Rules of permanent nature ... | do. |
| 4 | "From" and "To" Registers ... .. ... | do. |
| 5 | Register of receipts and expenditure ... ... | do. |
| 6 | Budgets sanctioned by Government and Government Proceedings | do. |
| 7 | Register of all sanctioned works with estimates, plans and completion bills and reports | do. |
| 8 | Order Book ... ... ... ... | do. |
| 9 | Records connected with the allotment or enjoyment of building site | do. |
| 10 | Orders, reports, petitions and letters with books and file of miscellaneous papers of importance | do. |
| 11 | Abstracts from general statistical returns received from taluks | do. |

*Local Fund and Sanitary (Municipal), dated 2nd April 1906.*

A—*continued.*

| Serial No. | Description of papers | Opinion of the President of the Municipal and District Boards |
|---|---|---|
| 12 | Circulars, rules, books and printed papers of importance which are still in force | Might be preserved |
| 13 | Circular orders of permanent interest issued by the Deputy Commissioners and Presidents of the District Fund Boards | Do |
| 14 | Papers connected with the administration of Famine Code, Epidemic Diseases Regulations, etc. | Do |
| 15 | Register of orders issued to and reports received from subordinate Taluk Officers | Do |
| 16 | District Fund Cheque books of counterfoils ... ... | Do |
| 17 | Acquittance Roll ... ... ... | Do |
| 18 | Barawards ... ... ... ... | Do |
| 19 | Statement of sites reserved for public purpose ... | Do |
| 20 | Takavar Takhta relating to Municipal matters ... | Do |
| 21 | Jamabandi Goshwara of Municipal revenue ... | Do |
| 22 | Mutchalikas obtained from people regarding the enjoyment of vacant sites and buildings | Do |

*Proceedings of the Government of His Highness the Maharaja of Mysore,*

A—*continued.*

| Serial No. | Description of papers | Opinion of the President of the Municipal and District Boards |
|---|---|---|
| 23 | Register of amounts remaining unexpended in the hands of the Presidents of Taluk Boards and Vice-Presidents of Municipalities | Might be preserved |
| 24 | Imprest and cash balance Register ... ... | Do |
| 25 | Pass book of Plague Branch ... ... | Do |
| 26 | Kanarese and English "From" and "To" Registers ... | Do |
| 27 | Register of expenditure incurred on special occasions ... | Not necessary as the items can appear in the Cash Book and the Register of receipts and Expenditure |
| 28 | Barward Books of Vaccination establishment ... | might be preserved |
| 29 | Register of records to be preserved and of those to be destroyed | Do |
| 30 | Records connected with disputed cases disposed of ... | Do |
| 31 | Administration Reports ... ... ... | Do |
| 32 | Register of Municipal taxes, mohatarfa and their revision from time to time | Do |
| 33 | Register of ferries and their realisations ... ... | Do |

*Local Fund and Sanitary (Municipal), dated 2nd April 1906.*

A—*continued.*

| 1 | Description of papers | Opinion of the President of the Municipal and District Boards |
|---|---|---|
| | Toll-gates and their realizations ... ... | Might be preserved |
| | Register of Government buildings and properties ... | do |
| 5 | "C" Registers ... ... ... ... | Not kept here + not wanted. |
| 7 | Cheque Book margins ... ... ... | Might be preserved. |
| 8 | Cash Books ... ... ... ... | do |
| 9 | Monthly cash accounts ... ... ... | do |
| 0 | Correspondence relating to the introduction of new taxes | do |
| 1 | Records of encroachment on public roads, etc., which are the property of District and Municipal Boards ... | do |
| 2 | Statement of cheques issued ... ... ... | do |
| 3 | Statement, correspondence and proceedings regarding the sale of building sites in towns ... ... | do |
| 4 | Correspondence relating to the constitution of the Taluk Boards and Municipalities ... ... ... | do |

**A—*continued.***

| Serial No. | Description of papers | Opinion of the President of the Municipal and District Boards |
|---|---|---|
| 45 | Papers relating to the water-supply to towns and villages | Might be kept |
| 46 | Register of rainfall | Not wanted. It by the Deputy C and Taluk offices. |
| 47 | Papers in connection with the introduction of fees on carts, etc., coming to weekly markets | Might be kept |
| 48 | Maps, plans, etc., of Municipalities and all papers relating to the Settlement of Municipal boundaries | Do |
| 49 | Proclamations of general import | Do |
| 50 | Papers connected with the establishment of cattle-pounds | Do |
| 51 | Papers relating to the establishment of fairs and festivals and opening of dispensaries, schools, musafirkhanas or chattrams | Do. |
| 52 | Counterfoils of cheque books ... ... ... | Do |
| 53 | Printed copies of annual reports, etc. .. ... | Do |
| 54 | Accounts of the transfer of occupancies and of changes therein under the decrees of the Civil Court | Do |
| | Correspondence relating to the changes of names of occupants | Do |

*Local Fund and Sanitary (Municipal), dated 2nd April 1906.*

A—*concluded.*

| al o. | Description of papers | Opinion of the President of the Municipal and District Boards |
|---|---|---|
| 6 | Reports and Yadis transmitted by village officers to Amildars not forming part of important records | Might be preserved. |
| 7 | Records connected with the manners and customs, ceremonies and privileges of procession, etc., in any caste or class of persons | Do |
| 58 | Records connected with Gokattes, channels and private wells handed over to Government | Do |
| 59 | District Fund Pass Book .. ... ... | Do |
| 60 | District Fund Permanent Advance Register ... | Do |
| 61 | District Fund D. C. and B. Register ... ... | Do |
| 62 | District Fund Cash Book ... ... ... | Do |
| 63 | Papers connected with remission and imposition of taxes | Do |

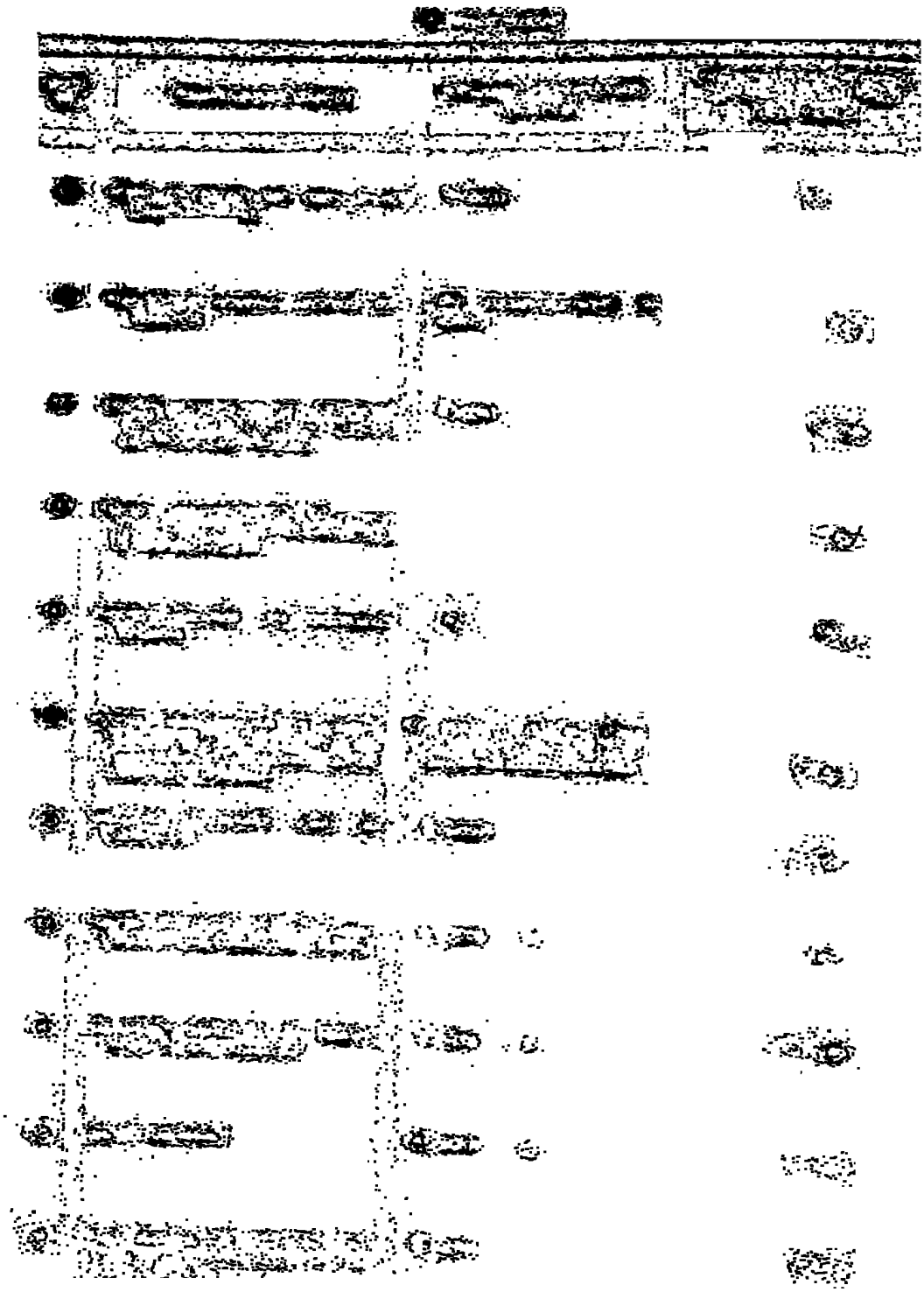
**B.—List of papers which may be retained for specific periods and destroyed at the end of such periods in the District and Taluk Offices.**

| Serial No. | Description of papers | Proposed periods of preservation | Opinion of the President of District and Municipal Boards |
|---|---|---|---|
| 1 | Records relating to Octroi duty abolished on certain articles. | 10 years ... ... | Yes |
| 2 | Records dealing with lands taken up for public purposes. | 12 years .. .. | Yes. |
| 3 | List of payments ... ... | 30 years ... ... | Yes |
| 4 | Register of collection of bungalow fees. | 10 years .. ... | Yes |
| 5 | Visitors' book kept in musafirkhana | 12 years ... ... | Yes |
| 6 | Service Registers ... ... | Till death or retirement of the incumbents concerned. | Yes |
| 7 | Progress Reports and statements of District Fund Works. | 5 years ... ... | Yes |
| 8 | Return of labor cases attended by midwives | 2 years ... .. | Yes |
| 9 | Sale records of unclaimed cattle impounded. | 2 years ... .. | Yes |
| 10 | Notices issued to members to attend meetings of the Boards. | 1 year ... .. | Yes |
| 11 | Annual accounts ... ... | 30 years ... ... | Yes |

*Local Fund and Sanitary (Municipal), dated 2nd April 1906.*

B—*continued.*

| Serial No. | Description of papers | Proposed periods of preservation | Opinion of the President of District and Municipal Boards |
|---|---|---|---|
| 12 | Draft budget estimates submitted to Government. | 2 years ... ... | Yes |
| 13 | Register of births and deaths ... | 12 years ... ... | Yes |
| 14 | Circular orders, reports, yadis, etc., of temporary interest. | 2 years ... ... | Yes |
| 15 | List of articles belonging to Government sold by public auction | Do | Yes |
| 16 | Records in connection with claims to impounded cattle. | Do | Yes |
| 17 | Receipt Books ... ... | 5 years ... ... | Yes |
| 18 | Monthly accounts—office copies ... | Do | Yes |
| 19 | Periodical reports and returns on miscellaneous matters of no important interest submitted to the District Officers by the Amildars and their office copies. | 2 years ... ... | Yes |
| 20 | Measurement books ... ... | 10 years ... ... | Yes |
| 21 | Office copies of estimates ... | 2 years ... ... | Yes |
| 22 | Miscellaneous correspondence of no permanent interest submitted to superior authorities. | Do | Yes |



*Local Fund and Sanitary (Municipal), dated 2nd April 1906.*

B—*continued.*

| | Description of papers | Proposed periods of preservation | Opinion of the President of District and Municipal Boards |
|---|---|---|---|
| 34 | Vital statistics and accounts, mortuary and vaccination prepared in district office. | 5 years ... ... | yes |
| 35 | Records connected with applications for building sites. | Do .. ... | yes |
| 36 | Records and statements relating to transfers of pattas in respect of houses and sites and also to relinquishment thereof. | 12 years ... ... | yes |
| 37 | Sale records of house for revenue default. | 12 years ... ... | yes |
| 38 | Petitions for reduction of mohatarfa tax and papers relating thereto. | 2 years ... ... | yes |
| 39 | Sale records of amarayi ... | 5 years ... ... | yes |
| 40 | Papers connected with sale of dead trees, stone, manure, etc. | Do ... ... | yes |
| 41 | Notice of demand for arrears of revenue. | 2 years ... ... | yes |
| 42 | Register of applications for building sites. | 5 years ... ... | yes |
| 43 | Sale records of unserviceable tools and plant. | 2 years ... ... | yes |
| 44 | Vouchers received from dog and snake-killers for rewards paid to them. | 2 years ... ... | yes |

*Proceedings of the Government of His Highness the Maharaja of Mysore,*

B—*continued.*

| Serial No. | Description of papers | Proposed periods of preservation | Opinion of the President of District and Municipal Boards |
|---|---|---|---|
| 67 | Daily Plague report register. | 1 year ... ... | |
| 68 | Annual Plague Administration reports. | 10 years ... ... | yes |
| 69 | Annual accounts received from taluks. | 5 years ... ... | yes |
| 70 | Do prepared in the District office. | Do ... ... | yes |
| 71 | Weekly Plague report. ... | 1 year ... ... | This may be preserved as long as the corresponding figures of the previous year will have to be quoted in the current year |
| 72 | Circulars orders of no permanent interest. | 2 years ... ... | yes |
| 73 | Miscellaneous correspondence of no important interest from superior authorities to subordinate officers. | Do ... ... | yes |
| 74 | Records relating to the sale of lands. | 12 years ... ... | yes |
| 75 | Pay bills of the establishments of the Municipal and District Fund Branches. | 30 years ... ... | yes |
| 76 | Schedules of the above establishments. | Do ... ... | yes |
| 77 | Records relating to the recovery of mohatarfa in Unions. | Till the amount is recovered ... ... | yes |

*Local Fund and Sanitary (Municipal), dated 2nd April 1906.*

B—*continued.*

| ial o. | Description of papers | Proposed periods of preservation | Opinion of the President of District and Municipal Boards |
|---|---|---|---|
| 8 | All papers of miscellaneous and unimportant nature. | 2 years ... ... | yes |
| 9 | Records relating to the sale of toll-gates. | 3 years ... ... | yes |
| 30 | License darkhasts for removal of earth, kankar, stone etc., within the Municipal limits. | 5 years ... ... | yes |
| 81 | Papers relating to the misconduct of Municipal and Local Fund servants. | To be preserved until the servants concerned have been retired or have died ... | yes |
| 82 | Sundry papers for preparing monthly accounts. | 1 year ... .. | yes |
| 83 | Diaries of Local Fund subordinates, such as Work Inspectors. | 2 years ... .. | yes |
| 84 | Deeds, agreements, security bonds taken from contractors and others | To be destroyed after the conditions are fulfilled | yes |
| 85 | Correspondence relating to suits against District Fund and Municipal offices. | 30 years ... ... | yes |
| 86 | Local Fund challan Form No. 1 received from taluks. | 5 years ... ... | yes |
| 87 | Papers connected with the sale of smuggled articles. | Do .. ... | yes |
| 88 | Statement of charges incurred on account of repairs to and construction of tanks, wells, etc., in | Do .. ... | yes |

B—*continued.*

| Serial No. | Description of papers | Proposed periods of preservation | Opinion of the President of District and Municipal Boards |
|---|---|---|---|
| 89 | Periodical returns and unanswered references. | 2 years ... ... | yes |
| 90 | Office copies of periodicals submitted to Sanitary Commissioner and other officers. | Do ... ... | yes |
| 91 | Taluk miscellaneous errors ... | Do ... ... | yes |
| 92 | Remission statements ... | 12 years .. ... | yes |
| 93 | Papers relating to instructions for removing thorns from prickly-pear. | 10 years ... ... | yes |
| 94 | Correspondence connected with loans for water-supply and other public improvements. | 10 years after the loans are adjusted ... | yes |
| 95 | Miscellaneous petitions disposed of at the time of jamabandi. | 2 years ... ... | yes |
| 96 | Sundry periodical accounts of minor importance. | 1 year ... ... | [illegible] |
| 97 | Statement of houses classified. | 10 years ... .. | [illegible] |
| 98 | Work files with estimates of Municipal and District Funds and Local Funds General. | Do ... ... | |
| 99 | Taluk monthly Imprest Registers. | 12 years ... | |

*Local Fund and Sanitary (Municipal), dated 2nd April 1906.*

B—*concluded.*

| Description of papers | Proposed periods of preservation | Opinion of the President of District and Municipal Boards |
|---|---|---|
| k Octroi Registers ... | 10 years ... ... | yes |
| k Pound Registers. ... | Do ... ... | yes |
| omery issue and receipt books d indents for supply. | 3 years ... ... | yes |
| rs in connection with the provement of sanitation of unicipal towns. | 10 years ... ... | yes |
| rs relating to the fines imposed ler Village Sanitation Rules. | 3 years ... ... | yes |
| rs relating to remuneration village servants for the collection of Octroi and mohatarfa ces. | 5 years ... ... | yes |
| rs regarding the lighting con- ts and smuggling of Octroi ice. | Do ... ... | yes |
| rs regarding the collection of ces by co-ercive measures. | Do ... ... | yes |
| [illegible] notification registers [illegible]pal Funds and Local [illegible]ral. | 2 years ... ... | yes |
| [illegible] tobacco and other [illegible] | Do ... ... | yes |

M. [illegible]
for President

1905-06

GOVERNMENT OF HIS HIGHN
THE MAHARAJA OF MYSO

LOCAL FUND AND SANITAR
(MUNICIPAL)

PROCEEDINGS

*Dated 2nd April 1906*

No. 10216-
Ml. (48-04

Circulates among the Presidents
the Municipal and District Boards
their opinion, two lists showing
records relating to Municipal and
trict Fund matters to be preserved
those to be destroyed.

IV July 8-6 [illegible]

(General Serial No. 30.)

1906.

From H Ramaiangar Esqre
Deputy Commissioner
Chita-Droog Dt

To K.S. Chandrasekhara Ayangar Esqre
Secretary to the Govt of H.H.
The Maharaja of Mysore
Genl & Rev Dpt
Bangalore

Dated

Despatched 30th July 1906

Received

General No. 67. } 190
No.

Enclosures Number.

Stating that all papers described in List A & the records relating to Municipal and District Fund Branches, may be permanently retained &c

2067 57 ml 48-54

District Board President's Office,
Chitaldrug District
Dated Chitaldrug 30th July 1906

From D1087

H. Ramanujaiengar Esq
President, District Board
Chitaldrug District.

To

K. S. Chandrasekhara Iyer Esq B. A. B. L
Secretary to the Government of
H. H. the Maharaja of Mysore,
General and Revenue Departments,
Bangalore

Sir,

Adverting to Government Proceedings no: 10216-25/ml:(48-54)-13 dated 2nd April 1906, forwarding for my opinion 2 lists (A and B) annexed the preservation and destruction of records relating to the Municipal and District Fund branches, I have the honor to state that all the papers described in list A may be permanently retained. In regard to list B, I agree to the periods of preservation proposed for all the papers except those mentioned in General no 13 for which the period of preservation

may

may be fixed at 16 years for the purposes of the Infant Marriage Prevention Regulation

2. In this connection, I beg to invite kind reference to para 2 of this office letter No. 374 dated 7th January 1906, wherein the services of a temporary Extra hand on Rs 15/- per mensem for one year, has been applied for to enable the sorting work of a large number of records of this Department being got through satisfactorily.

I have the honor to be,

Sir,

Your most obedient servant,

A. Ranganathan

President

IV only 11.

1906-07

From M. Narain Rao Esqre
President, Local Boards,
Shimoga District

To K.S. Chandrasekharaiya Esq
Secy to the Govt of Mysore
Genl and Rev Deptt

Dated 9th
Despatched } August 1906
Received

General No. 190
No. 425

Enclosure No. 2.

---

With refce to Govt Pro no. 10216-25 Mis. 48-04-13 dated 2d April 1904, Submits herewith 2 lists showing the records relating to Municipal and District Fund matters, to be preserved and those to be destroyed.

No 190/25

Inl 48204

Inc 2.

59

Office of the President of the Local Boards, Shimoga Dist.

Shimoga, 9th August 1906.

D/408

From

M. Narain Rao Esquire
President, Local Boards,
Shimoga District.

To K. S. Chandrasekhara Iyer Esq. B.A., B.L.,
Secretary to the Government of
H. H. the Maharaja of Mysore,
Revenue and Rev. Deptt.

Sir,

With reference to Government Proceedings No 10216-25 MC (48-04)-13 dated 2nd April 1904 and subsequent reminder No 955-63 dated 27th July 1906 circulating for opinion two lists showing the names of records relating to Municipal and District Fund matters, to be preserved or destroyed

I have the honor to forward herewith the said lists duly noting my opinion in the Column prescribed for it.

I have the honor to be

Sir,

Your most obedt Servant,

Ur Narain Rao
President, Local Board
Shimoga District.

he following communications from the Presidents of Municipal and District Boards in the anent the preservation and destruction of Municipal and Local Fund records in the t and Taluk Offices :—

| | | |
|---|---|---|
| The President of | Municipal and District Boards, | Kolar District, No. C. 142, dated 25th September 1904. |
| Do | do | Shimoga District, No. 391—67, dated 9th November 1904. |
| Do | do | Kadur District, No. 249, dated 18th November 1904. |
| Do | do | Bangalore District, No. 462, dated 10th December 1904. |
| Do | do | Chitaldrug District, No. 374, dated 10th January 1905. |
| Do | do | Mysore District, No. 612, dated 27th January 1905. |
| Do | do | Hassan District, No. 681—S, dated 13th March 1905. |
| Do | do | Tumkur District, No. 177, dated 18th August 1905. |

No. 10216-25—Ml. (48-04)-13, dated Bangalore, 2nd April 1906.

Order thereon.—Two lists compiled in this office showing (1) A. Papers to be rved permanently (2) B. Papers to be destroyed after certain periods of preserva- are forwarded to the Presidents of the Municipal and District Boards with a st that they will record their opinion with reasons as far as possible in the column lank in the printed lists and submit them to this office at a very early date.

B. K. VENKATA VARADA IYENGAR,
*Secy. to Govt., Gen. & Rev. Dept.*

To—The Presidents of Municipal and District Boards.
The Presidents of the Municipal Commissions of the Cities of Bangalore and Mysore.

*Proceedings of the Government of His Highness the Maharaja of Mysore,*

**A. List of papers to be preserved permanently in the District and Taluk Offices.**

| Serial No. | Description of papers | Opinion of the President of the Municipal and District Boards |
|---|---|---|
| 1 | Register of Proceedings of the Meetings of Taluk, District and Municipal Boards | |
| 2 | Imprest Book ... ... ... | |
| 3 | Circular Orders and Rules of permanent nature ... | |
| 4 | "From" and "To" Registers ... .. ... | |
| 5 | Register of receipts and expenditure ... ... | |
| 6 | Budgets sanctioned by Government and Government Proceedings | |
| 7 | Register of all sanctioned works with estimates, plans and completion bills and reports | |
| 8 | Order Book ... ... ... ... | May be destroyed once in 5 years |
| 9 | Records connected with the allotment or enjoyment of building site | |
| 10 | Orders, reports, petitions and letters with books and file of miscellaneous papers of importance | |
| 11 | Abstracts from general statistical returns received from taluks | |

*Local Fund and Sanitary (Municipal), dated 2nd April 1906.*

A—*continued.*

| rial o. | Description of papers | Opinion of the President of the Municipal and District Boards |
|---|---|---|
| 12 | Circulars, rules, books and printed papers of importance which are still in force | |
| 13 | Circular orders of permanent interest issued by the Deputy Commissioners and Presidents of the District Fund Boards | |
| 14 | Papers connected with the administration of Famine Code, Epidemic Diseases Regulations, etc. | |
| 15 | Register of orders issued to and reports received from subordinate Taluk Officers | |
| 16 | District Fund Cheque books of counterfoils ... | |
| 17 | Acquittance Roll ... ... ... | May be destroyed after 12 years. |
| 18 | Barawards ... ... ... ... | |
| 19 | Statement of sites reserved for public purposes ... | |
| 20 | Takarar Tahkis relating to Municipal matters ... | May be destroyed after 12 years. |
| 21 | Jamabandi Goshwara of Municipal revenue ... | |
| 22 | Matchalikas obtained from people regarding the enjoyment of vacant sites and buildings | |

**A—*continued.***

| Serial No. | Description of papers | Opinion of the President of the Municipal and District Boards |
|---|---|---|
| 23 | Register of amounts remaining unexpended in the hands of the Presidents of Taluk Boards and Vice-Presidents of Municipalities | may be preserved for 10 years. |
| 24 | Imprest and cash balance Register ... ... | Do — 5 years. |
| 25 | Pass book of Plague Branch ... ... ... | Do — 5 years |
| 26 | Kanarese and English "From" and "To" Registers ... | |
| 27 | Register of expenditure incurred on special occasions ... | May be destroyed after 30 years |
| 28 | Barward Books of Vaccination establishment ... | |
| 29 | Register of records to be preserved and of those to be destroyed | |
| 30 | Records connected with disputed cases disposed of ... | May be destroyed after 12 years |
| 31 | Administration Reports | |
| 32 | Register of Municipal taxes, mohatarfa and their revision from time to time | |
| 33 | Register of ferries and their realizations | |

*Local Fund and Sanitary (Municipal), dated 2nd April 1906.*

A—*continued.*

| Serial No. | Description of papers | Opinion of the President of the Municipal and District Boards |
|---|---|---|
| 34 | Toll-gates and their realisations ... ... | |
| 35 | Register of Government buildings and properties ... | |
| 36 | "C" Registers ... ... ... ... | |
| 37 | Cheque Book margins ... ... ... | |
| 38 | Cash Books ... ... ... ... | |
| 39 | Monthly cash accounts ... ... ... | May be destroyed after 12 years |
| 40 | Correspondence relating to the introduction of new taxes | |
| 41 | Records of encroachment on public roads, etc., which are the property of District and Municipal Boards ... | |
| 42 | Statement of cheques issued ... ... ... | May be destroyed after 5 years. |
| 43 | Statement, correspondence and proceedings regarding the sale of building sites in towns ... ... | |
| 44 | Correspondence relating to the constitution of the Taluk Boards and Municipalities ... ... ... | |

*Proceedings of the Government of His Highness the Maharaja of Mysore,*

A—*continued.*

| Serial No. | Description of papers | Opinion of the President of the Municipal and District Boards |
|---|---|---|
| 45 | Papers relating to the water-supply to towns and villages | |
| 46 | Register of rainfall ... ... .. ... | |
| 47 | Papers in connection with the introduction of fees on carts, etc., coming to weekly markets | |
| 48 | Maps, plans, etc., of Municipalities and all papers relating to the Settlement of Municipal boundaries | |
| 49 | Proclamations of general import ... ... | |
| 50 | Papers connected with the establishment of cattle-pounds | May be preserved for 20 years. |
| 51 | Papers relating to the establishment of fairs and festivals and opening of dispensaries, schools, musafirkhanas or chattrams | |
| 52 | Counterfoils of cheque books ... ... ... | |
| 53 | Printed copies of annual reports, etc. ... ... | |
| 54 | Accounts of the transfer of occupancies and of changes therein under the decrees of the Civil Court | |
| 55 | Correspondence relating to the changes of names of occupants | |

*Local Fund and Sanitary (Municipal), dated 2nd April 1906.*

A—*concluded.*

| Serial No. | Description of papers | Opinion of the President of the Municipal and District Boards |
|---|---|---|
| 56 | Reports and Yadis transmitted by village officers to Amildars not forming part of important records | May be preserved for 5 years |
| 57 | Records connected with the manners and customs, ceremonies and privileges of procession, etc., in any caste or class of persons | |
| 58 | Records connected with Gokattes, channels and private wells handed over to Government | |
| 59 | District Fund Pass Book .. ... ... | May be destroyed after 5 years. |
| 60 | District Fund Permanent Advance Register ... | |
| 61 | District Fund D. C. and B. Register ... ... | |
| 62 | District Fund Cash Book ... ... ... | |
| 63 | Papers connected with remission and imposition of taxes | |

9th August 1906
Shimoga

Mukundin Rao
President
Local Boards
Shimoga District

**B.—List of papers which may be retained for specific periods and destroyed at the end of such periods in the District and Taluk Offices.**

| Serial No. | Description of papers | Proposed periods of preservation | Opinion of the President of District and Municipal Boards |
|---|---|---|---|
| 1 | Records relating to Octroi duty abolished on certain articles. | 10 years ... ... | |
| 2 | Records dealing with lands taken up for public purposes. | 12 years .. .. | |
| 3 | List of payments ... ... | 30 years ... ... | |
| 4 | Register of collection of bungalow fees. | 10 years .. ... | |
| 5 | Visitors' book kept in musafirkhana. | 12 years ... ... | |
| 6 | Service Registers ... ... | Till death or retirement of the incumbents concerned. | |
| 7 | Progress Reports and statements of District Fund Works. | 5 years ... ... | |
| 8 | Return of labor cases attended by midwives. | 2 years ... .. | |
| 9 | Sale records of unclaimed cattle impounded. | 2 years ... .. | |
| 10 | Notices issued to members to attend meetings of the Boards. | 1 year ... .. | |
| 11 | Annual accounts ... ... | 30 years ... ... | |

*Local Fund and Sanitary (Municipal), dated 2nd April 1906.*

B—*continued.*

| Serial No. | Description of papers | Proposed periods of preservation | Opinion of the President of District and Municipal Boards |
|---|---|---|---|
| 12 | Draft budget estimates submitted to Government. | 2 years ... ... | |
| 13 | Register of births and deaths ... | 12 years ... ... | May be destroyed after 20 years. |
| 14 | Circular orders, reports, yadis, etc., of temporary interest. | 2 years ... ... | |
| 15 | List of articles belonging to Government sold by public auction. | Do | |
| 16 | Records in connection with claims to impounded cattle. | Do | |
| 17 | Receipt Books ... .. | 5 years ... ... | |
| 18 | Monthly accounts—office copies ... | Do | |
| 19 | Periodical reports and returns on miscellaneous matters of no important interest submitted to the District Officers by the Amildars and their office copies. | 2 years ... ... | |
| 20 | Measurement books ... ... | 10 years ... .. | |
| 21 | Office copies of estimates ... | 2 years ... ... | or one year after completion of the work. |
| 22 | Miscellaneous correspondence of no permanent interest submitted to superior authorities. | Do | |

*Proceedings of the Government of His Highness the Maharaja of Mysore,*

B—*continued.*

| Serial No. | Description of papers | Proposed periods of preservation | Opinion of the President of District and Municipal Boards |
|---|---|---|---|
| 23 | Book of receipt and issue of stationery articles. | 5 years ... ... | |
| 24 | Register of dynamite received and expended. | Till amount is finally adjusted. | |
| 25 | Records relating to the election of members for the Taluk, District and Municipal Boards. | 5 years ... ... | |
| 26 | Papers connected with the cattle-pound receipts and remuneration to pound-keepers. | Do | |
| 27 | Papers connected with contingent expenses. | Do | |
| 28 | Papers connected with the grant of leave to officials or with their appointment, promotion, punishment and dismissal. | 30 years or till the official dies or his pension claims are settled after retirement. | |
| 29 | Accounts of printed forms and stationery. | 5 years ... ... | May be destroyed after 5 |
| 30 | Papers connected with the preparation of administration reports. | 5 years ... ... | |
| 31 | Quarterly statement of District Fund Works inspected. | 5 years ... ... | |
| 32 | List of sanctions ... ... | 10 years ... ... | |
| 33 | Vital statistics and accounts, mortuary and vaccination received from taluks. | 3 years ... ... | |

*Local Fund and Sanitary (Municipal), dated 2nd April 1906.*

B—*continued.*

| Serial No. | Description of papers | Proposed periods of preservation | | | Opinion of the President of District and Municipal Boards |
|---|---|---|---|---|---|
| 34 | Vital statistics and accounts, mortuary and vaccination prepared in district office. | 5 years | ... | ... | |
| 35 | Records connected with applications for building sites. | Do | .. | ... | |
| 36 | Records and statements relating to transfers of pattas in respect of houses and sites and also to relinquishment thereof. | 12 years | ... | ... | |
| 37 | Sale records of house for revenue default. | 12 years | ... | ... | |
| 38 | Petitions for reduction of mohatarfa tax and papers relating thereto. | 2 years | ... | ... | |
| 39 | Sale records of amarayi ... | 4 years | ... | ... | |
| 40 | Papers connected with sale of dead trees, stone, manure, etc. | Do | ... | ... | |
| 41 | Notice of demand for arrears of revenue. | 2 years | .. | ... | |
| 42 | Register of applications for building sites. | 5 years | ... | ... | |
| 43 | Sale records of unserviceable tools and plant. | 2 years | ... | ... | |
| 44 | Vouchers received from dog and snake-killers for rewards paid to them. | 2 years | ... | ... | |

*Proceedings of the Government of His Highness the Maharaja of Mysore,*

B—*continued.*

| Serial No. | Description of papers | Proposed periods of preservation | Opinion of the President of District and Municipal Boards |
|---|---|---|---|
| 45 | Register of potgi allowances paid to patels and shanbhags | 30 years ... ... | May be transf. to list A. |
| 46 | Balance sheets of mohalarfa revenue. | 5 years or until the arrears are recovered. | |
| 47 | Office copies of monthly returns ... | 5 years ... ... | |
| 48 | Counterfoils of receipts ... | Do | |
| 49 | Stock register ... ... | Do | |
| 50 | Octroi local pattiee on all goods... | Do | May be destroy after 2 years. |
| 51 | Quarterly statements of Municipal works inspected. | 2years ... ... | |
| 52 | D, C and B Accounts received from taluks. | Do | |
| 53 | Do compiled in District office. | 5 years ... ... | |
| 54 | Register of Municipal deposits ... | Do | |
| 55 | Repayment of deposits ... | 2 years | |

*Local Fund and Sanitary (Municipal), dated 2nd April 1906.*

B—*continued.*

| Serial No. | Description of papers | Proposed periods of preservation | Opinion of the President of District and Municipal Boards |
|---|---|---|---|
| 56 | Annual accounts accompanying Administration Reports compiled in the District office. | 2 years ... ... | |
| 57 | Do received from taluks .... | Do ... ... | |
| 58 | Register of works ... | 5 years ... ... | |
| 59 | Mohatarfa demand statement received from taluks. | 2 years ... ... | |
| 60 | Papers relating to monthly contingent bills. | Do ... ... | |
| 61 | Papers relating to grant of license for building houses. | 12 years ... ... | |
| 62 | Papers relating to the absence of members from consecutive meetings of the Board. | 1 year ... ... | |
| | *Plague Branch.* | | |
| 63 | Schedule of establishment. | 5 years ... ... | |
| 64 | Acquittance Roll. | Do ... ... | |
| 65 | Beraward. | Do ... ... | |
| 66 | Plague cash accounts with all its accompaniments *i. e.*, list of cheques of payments, etc. | 20 years ... ... | |

B—*continued.*

| Serial No. | Description of papers | Proposed periods of preservation | Opinion of the President of District and Municipal Boards |
|---|---|---|---|
| 67 | Daily Plague report register. | 1 year ... ... | May be transf. to list A |
| 68 | Annual Plague Administration reports. | 10 years ... ... | |
| 69 | Annual accounts received from taluks. | 5 years ... ... | |
| 70 | Do prepared in the District office. | Do ... ... | |
| 71 | Weekly Plague report. ... | 1 year ... ... | |
| 72 | Circulars orders of no permanent interest. | 2 years ... ... | |
| 73 | Miscellaneous correspondence of no important interest from superior authorities to subordinate officers. | Do ... ... | |
| 74 | Records relating to the sale of lands. | 12 years ... ... | |
| 75 | Pay bills of the establishments of the Municipal and District Fund Branches. | 30 years ... ... | May be transf. to list A. |
| 76 | Schedules of the above establishments. | Do ... ... | May be destroyed [illegible] |
| 77 | Records relating to the recovery of mohatarfa in Unions. | Till the amount is recovered ... ... | |

*Local Fund and Sanitary (Municipal), dated 2nd April 1906.*

B—*continued*

| Serial No. | Description of papers | Proposed periods of preservation | Opinion of the President of District and Municipal Boards |
|---|---|---|---|
| 78 | All papers of miscellaneous and unimportant nature. | 2 years ... ... | |
| 79 | Records relating to the sale of toll-gates. | 3 years ... ... | |
| 80 | License darkhasts for removal of earth, kankar, stone etc., within the Municipal limits. | 5 years ... ... | |
| 81 | Papers relating to the misconduct of Municipal and Local Fund servants. | To be preserved until the servants concerned have been retired or have died ... | |
| 82 | Sundry papers for preparing monthly accounts. | 1 year ... | |
| 83 | Diaries of Local Fund subordinates, such as Work Inspectors. | 2 years ... ... | |
| 84 | Deeds, agreements, security bonds taken from contractors and others | To be destroyed after the conditions are fulfilled | |
| 85 | Correspondence relating to suits against District Fund and Municipal offices. | 30 years ... ... | |
| 86 | Local Fund challan Form No. 1 received from taluks. | 5 years ... ... | |
| 87 | Papers connected with the sale of smuggled articles. | Do ... ... | |
| 88 | Statement of charges incurred on account of repairs to and construction of tanks, wells, etc., in the Revenue Department. | Do ... ... | |

B—*continued.*

| Serial No. | Description of papers | Proposed periods of preservation | Opinion of the President of District and Municipal Boards |
|---|---|---|---|
| 89 | Periodical returns and unanswered references. | 2 years ... ... | May be preserved for one year |
| 90 | Office copies of periodicals submitted to Sanitary Commissioner and other officers. | Do ... ... | |
| 91 | Taluk miscellaneous orders | Do ... ... | |
| 92 | Remission statements | 12 years ... ... | |
| 93 | Papers relating to instructions for removing thorns from prickly-pear. | 10 years ... ... | May be preserved for 2 years. |
| 94 | Correspondence connected with loans for water-supply and other public improvements. | 10 years after the loans are adjusted ... | |
| 95 | Miscellaneous petitions disposed of at the time of jamabandi. | 2 years ... ... | |
| 96 | Sundry periodical accounts of minor importance. | 1 year ... ... | |
| 97 | Statement of houses classified. | 10 years ... ... | May be preserved for 20 years |
| 98 | Work files with estimates of Municipal and District Funds and Local Funds General. | Do ... ... | |
| 99 | Taluk monthly Imprest Registers. | 12 years ... ... | |

*Local Fund and Sanitary (Municipal), dated 2nd April 1906.*

B—*concluded.*

| Serial No. | Description of papers | Proposed periods of preservation | Opinion of the President of District and Municipal Boards |
|---|---|---|---|
| 100 | Taluk Octroi Registers ... | 10 years ... ... | |
| 101 | Taluk Pound Registers. ... | Do ... ... | |
| 102 | Stationery issue and receipt books and indents for supply. | 3 years ... ... | |
| 103 | Papers in connection with the improvement of sanitation of Municipal towns. | 10 years ... ... | |
| 104 | Papers relating to the fines imposed under Village Sanitation Rules. | 3 years ... | |
| 105 | Papers relating to remuneration to village servants for the collection of Octroi and mohatarfa taxes. | 5 years ... ... | |
| 106 | Papers regarding the lighting contracts and smuggling of Octroi duties. | Do ... ... | |
| 107 | Papers regarding the collection of taxes by co-ercive measures. | Do ... ... | |
| 108 | Progress and notification registers of Municipal Funds and Local Funds General. | 2 years ... ... | |
| 109 | Rebadaries on tobacco and other dutiable articles. | Do ... ... | |

Shimoga
9th August 1906

[illegible]
President, Local Board
Shimoga District

S. C 1373

1905-06

GOVERNMENT OF HIS HI
THE MAHARAJA OF MYSORE

LOCAL FUND AND SANITARY
(MUNICIPAL)

PROCEEDINGS

*Dated 2nd April 1906*

No. 10216-25
Ml. (48-04)-

Circulates among the Presidents of the Municipal and District Boards for their opinion, two lists showing the records relating to Municipal and District Fund matters to be preserved and those to be destroyed.

GPB—23-5-06—900

190 607

From P. W. Wetherall Esq
President of the District
Board & Municipality
Hassan District

To
K. S. Chandrasekharaiyer Esq
B.A. B.L.
Secretary to the Government of
H. H. the Maharaja of Mysore
General & Revenue Department
Bangalore

Dated 11th August 06

Despatched 12th August 06

Received

General No. 126
No. 5

Enclosure No. one

Submitting two lists showing A papers to be preserved & B to be destroyed after a specific period after recording opinion in the space left blank

62

ml 48-04
8/18

OFFICE OF THE PRESIDENT,
HASSAN DIST
LOCAL FUND & MUNICIPAL BOARDS

Dated, Hassan August 8th
D1476

From
P. R. W. Wetherall Esq
President, District and
Municipal Boards
Hassan District

To.
H. S. Chandrasekharaiya Esq
B.A. B.L
Secretary to the Government of
H H the Maharaja of Mysore
General & Revenue Department
Bangalore

Sir,

Adverting to Government Proceedings No $\frac{10216-25}{\text{ml}(48-04)-13}$ dated 2d April 1906, forwarding for an expression of opinion, two lists showing (1) A. Papers to be permanently preserved (2) B. Papers to be destroyed after certain periods of preservation I have the honor to

submit

submit herewith the texts referred to recording my opinion in the column left blank 63

I have the honor to be

Sir,

Your most obedient Servant,

[illegible]

for President of the District Board & municipalities Hassan Dist

[illegible]

*Proceedings of the Government of His Highness the Maharaja of Mysore.*

The following communications from the Presidents of Municipal and District Boards in the anent the preservation and destruction of Municipal and Local Fund records in the and Taluk Offices :—

| | | | |
|---|---|---|---|
| 1. | The President of | Municipal and District Boards, | Kolar District, No. C. 142, dated 25th September 1904. |
| 2. | Do | do | Shimoga District, No. 391—67, dated 9th November 1904. |
| 3. | Do | do | Kadur District, No. 249, dated 18th November 1904. |
| 4. | Do | do | Bangalore District, No. 462, dated 10th December 1904. |
| 5. | Do | do | Chitaldrug District, No. 374, dated 10th January 1905. |
| 6. | Do | do | Mysore District, No. 612, dated 27th January 1905. |
| 7. | Do | do | Hassan District, No. 681—S, dated 13th March 1905. |
| 8. | Do | do | Tumkur District, No. 177, dated 18th August 1905. |

No. 10216-25—Ml. (48-04)-13, dated Bangalore, 2nd April 1906.

Order thereon.—Two lists compiled in this office showing (1) A. Papers to be ed permanently (2) B. Papers to be destroyed after certain periods of preserva- are forwarded to the Presidents of the Municipal and District Boards with a that they will record their opinion with reasons as far as possible in the column blank in the printed lists and submit them to this office at a very early date.

B. K. VENKATA VARADA IYENGAR,
*Secy. to Govt., Gen. & Rev. Dept*

To The Presidents of Mumcipal and District Boards.
The Presidents of the Municipal Commissions of the Cities of Bangalore and Mysore.

*Proceedings of the Government of His Highness the Maharaja of Mysore,*

**A. List of papers to be preserved permanently in the District and Taluk Offices.**

| Serial No. | Description of papers | Opinion of the President of the Municipal and District Boards |
|---|---|---|
| 1 | Register of Proceedings of the Meetings of Taluk, District and Municipal Boards | |
| 2 | Imprest Book ... ... ... | |
| 3 | Circular Orders and Rules of permanent nature ... | |
| 4 | "From" and "To" Registers ... .. ... | |
| 5 | Register of receipts and expenditure ... ... | |
| 6 | Budgets sanctioned by Government and Government Proceedings | |
| 7 | Register of all sanctioned works with estimates, plans and completion bills and reports | It is unnecessary to preserve estimates & may be kept for 10 yrs & transferred to a lic[illegible] |
| 8 | Order Book ... ... ... ... | |
| 9 | Records connected with the allotment or enjoyment of building site | |
| 10 | Orders, reports, petitions and letters with books and file of miscellaneous papers of importance | |
| 11 | Abstracts from general statistical returns received from taluks | This may be preserved for a period of 5 yrs |

*Local Fund and Sanitary (Municipal) dated 2nd April 1906.*

A—*continued.*

| Serial No. | Description of papers | Opinion of the President of the Municipal and District Boards |
|---|---|---|
| 12 | Circulars, rules, books and printed papers of importance which are still in force | |
| 13 | Circular orders of permanent interest issued by the Deputy Commissioners and Presidents of the District Fund Boards | |
| 14 | Papers connected with the administration of Famine Code, Epidemic Diseases Regulations, etc. | |
| 15 | Register of orders issued to and reports received from subordinate Taluk Officers | Unnecessary since 20 "Form" Registers are free |
| 16 | District Fund Cheque books of counterfoils ... | |
| 17 | Acquittance Roll ... ... ... | |
| 18 | Barawards ... ... ... ... | |
| 19 | Statement of sites reserved for public purpose ... | |
| 20 | Takarar Tahkta relating to Municipal matters ... | |
| 21 | Jamabandi Goshwara of Municipal revenue ... | |
| 22 | Matchalikas obtained from people regarding the enjoyment of vacant sites and buildings | |

A—*continued.*

| Serial No. | Description of papers | Opinion of the President of the Municipal and District Boards |
|---|---|---|
| 23 | Register of amounts remaining unexpended in the hands of the Presidents of Taluk Boards and Vice-Presidents of Municipalities | |
| 24 | Imprest and cash balance Register ... ... | |
| 25 | Pass book of Plague Branch ... ... ... | |
| 26 | Kanarese and English "From" and "To" Registers ... | |
| 27 | Register of expenditure incurred on special occasions ... | |
| 28 | Barward Books of Vaccination establishment ... | |
| 29 | Register of records to be preserved and of those to be destroyed | |
| 30 | Records connected with disputed cases disposed of ... | |
| 31 | Administration Reports ... ... ... | office copies to be forwarded with provided ones with [illegible] received |
| 32 | Register of Municipal taxes, mahatarfs and their revision from time to time | |
| 33 | Register of fairies and their realisations ... ... | |

*Local Fund and Sanitary (Municipal), dated 2nd April 1906.*

A—*continued.*

| Serial No | Description of papers | Opinion of the President of the Municipal and District Boards |
|---|---|---|
| 34 | Toll-gates and their realisations ... ... | |
| 35 | Register of Government buildings and properties ... | |
| 36 | "C" Registers ... ... ... ... | |
| 37 | Cheque Book margins ... ... ... | |
| 38 | Cash Books ... ... ... ... | |
| 39 | Monthly cash accounts ... ... ... | |
| 40 | Correspondence relating to the introduction of new taxes | |
| 41 | Records of encroachment on public roads, etc., which are the property of District and Municipal Boards ... | |
| 42 | Statement of cheques issued ... ... ... | This may be preserved for a specific period since the counterfoils will be permanently preserved |
| 43 | Statement, correspondence and proceedings regarding the sale of building sites in towns ... ... | |
| 44 | Correspondence relating to the constitution of the Taluk Boards and Municipalities ... ... ... | |

*Proceedings of the Government of His Highness the Maharaja of Mysore.*

A—*continued.*

| Serial No. | Description of papers | Opinion of the President of the Municipal and District Boards |
|---|---|---|
| 45 | Papers relating to the water-supply to towns and villages | |
| 46 | Register of rainfall ... ... .. ... | This will be maintained in the Revenue Office |
| 47 | Papers in connection with the introduction of fees on carts, etc., coming to weekly markets | |
| 48 | Maps, plans, etc., of Municipalities and all papers relating to the Settlement of Municipal boundaries | |
| 49 | Proclamations of general import ... ... | |
| 50 | Papers connected with the establishment of cattle-pounds | |
| 51 | Papers relating to the establishment of fairs and festivals and opening of dispensaries, schools, musafirkhanas or chattrams | |
| 52 | Counterfoils of cheque books ... ... ... | |
| 53 | Printed copies of annual reports, etc .. ... | |
| 54 | Accounts of the transfer of occupancies and of changes therein under the decrees of the Civil Court | |
| 55 | Correspondence relating to the changes of names of occupants | |

*Local Fund and Sanitary (Municipal), dated 2nd April 1906.*

A—*concluded.*

| Serial No. | Description of papers | Opinion of the President of the Municipal and District Boards |
|---|---|---|
| 56 | Reports and Yadis transmitted by village officers to Amildars not forming part of important records | |
| 57 | Records connected with the manners and customs, ceremonies and privileges of procession, etc., in any caste or class of persons | |
| 58 | Records connected with Gokattes, channels and private wells handed over to Government | |
| 59 | District Fund Pass Book ... ... | |
| 60 | District Fund Permanent Advance Register ... | |
| 61 | District Fund D. C. and B. Register ... ... | |
| 62 | District Fund Cash Book ... ... ... | |
| 63 | Papers connected with remission and imposition of taxes | |

for President of Municipal & District Boards, Hassan

**B.—List of papers which may be retained for specific periods and destroyed at the end of such periods in the District and Taluk Offices.**

| Serial No. | Description of papers | Proposed periods of preservation | Opinion of the President of District and Municipal Boards |
|---|---|---|---|
| 1 | Records relating to Octroi duty abolished on certain articles. | 10 years ... | |
| 2 | Records dealing with lands taken up for public purposes. | 12 years .. | |
| 3 | List of payments ... | 30 years ... | |
| 4 | Register of collection of bungalow fees. | 10 years ... | |
| 5 | Visitors' book kept in munsiffs house | 12 years ... | |
| 6 | Service Registers ... | Till death or retirement of the incumbents concerned. | |
| 7 | Progress Reports and statements of District Fund Works. | 5 years ... | |
| 8 | Return of labor cases attended by midwives | 2 years | |
| 9 | Sale records of unclaimed cattle impounded. | 2 years .. | |
| 10 | Notices issued to members to attend meetings of the Boards. | 1 year .. | |
| 11 | Annual accounts ... | 30 years ... | |

*Local Fund and Sanitary (Municipal), dated 2nd April 1906.*

B—*continued.*

| Serial No. | Description of papers | Proposed periods of preservation | Opinion of the President or District and Municipal Boards |
|---|---|---|---|
| 12 | Draft budget estimates submitted to Government. | 2 years ... ... | |
| 13 | Register of births and deaths | 12 years ... | |
| 14 | Circular orders, reports, yadis, etc., of temporary interest. | 2 years ... ... | |
| 15 | List of articles belonging to Government sold by public auction | Do | |
| 16 | Records in connection with claims to impounded cattle | Do | |
| 17 | Receipt Books | 5 years ... ... | |
| 18 | Monthly accounts—office copies ... | Do | |
| 19 | Periodical reports and returns on miscellaneous matters of no important interest submitted to the District Officers by the Amildars and their office copies. | 2 years ... ... | |
| 20 | Measurement books ... ... | 10 years ... .. | |
| 21 | Office copies of estimates ... | 2 years ... ... | |
| 22 | Miscellaneous correspondence of no permanent interest submitted to superior authorities | Do | |

B—*continued*

| Serial No. | Description of papers | Proposed periods of preservation | Opinion of the President of District and Municipal Boards |
|---|---|---|---|
| 23 | Book of receipt and issue of stationery articles. | 5 years ... ... | |
| 24 | Register of dynamite received and expended. | Till account is finally adjusted. | |
| 25 | Records relating to the election of members for the Taluk, District and Municipal Boards. | 5 years ... ... | |
| 26 | Papers connected with the cattle-pound receipts and remuneration to pound-keepers. | Do | |
| 27 | Papers connected with contingent expenses. | Do | |
| 28 | Papers connected with the grant of leave to officials &c with their appointment, promotion, punishment and dismissal. | 30 years or till the official dies or his pension claims are settled after retirement | |
| 29 | Accounts of printed forms and stationery. | 5 years ... ... | |
| 30 | Papers connected with the preparation of administration reports. | 2 years ... ... | |
| 31 | Quarterly statement of District Fund Works inspected. | 5 years ... ... | Two years would suffice as the statements of old works will be used for that p. |
| 32 | List of sanctions ... ... | 10 years ... ... | |
| 33 | Vital statistics and accounts, mortuary and vaccination received from taluks. | 2 years ... ... | |

*Local Fund and Sanitary (Municipal), dated 2nd April 1906*

B—*continued.*

| Serial No. | Description of papers | Proposed periods of preservation | Opinion of the President of District and Municipal Boards |
|---|---|---|---|
| 34 | Vital statistics and accounts, mortuary and vaccination prepared in district office. | 5 years ... ... | |
| 35 | Records connected with applications for building sites. | Do .. ... | |
| 36 | Records and statements relating to transfers of pattas in respect of houses and sites and also to relinquishment thereof. | 12 years ... ... | |
| 37 | Sale records of house for revenue default. | 12 years ... ... | |
| 38 | Petitions for reduction of mohatarfa tax and papers relating thereto. | 2 years ... ... | |
| 39 | Sale records of amarayi ... | 5 years ... ... | 2 years would be suffi-cient |
| 40 | Papers connected with sale of dead trees, stone, manure, etc. | Do ... ... | Do |
| 41 | Notice of demand for arrears of revenue. | 2 years .. ... | |
| 42 | Register of applications for building sites. | 5 years ... ... | |
| 43 | Sale records of unserviceable tools and plant. | 2 years ... ... | |
| 44 | Vouchers received from dog and snake-killers for rewards paid to them. | 2 years ... ... | |

B—*continued.*

| Serial No. | Description of papers | Proposed periods of preservation | Opinion of the President of District and Municipal Boards |
|---|---|---|---|
| 45 | Register of potgi allowances paid to patels and shanbhogs | 30 years ... ... | |
| 46 | Balance sheets of mohatarfa revenue. | 5 years or until the arrears are recovered. | |
| 47 | Office copies of monthly returns ... | 5 years ... ... | |
| 48 | Counterfoils of receipts ... | Do | |
| 49 | Stock register ... ... | Do | |
| 50 | Octroi hasal patties on all goods... | Do | |
| 51 | Quarterly statements of Municipal works inspected. | 2 years ... ... | |
| 52 | D, C and B Accounts received from taluks. | Do | |
| 53 | Do compiled in District office. | 5 years ... ... | |
| 54 | Register of Municipal deposits ... | Do | |
| 55 | Repayment of deposits ... | 2 years ... ... | |

*Local Fund and Sanitary (Municipal), dated 2nd April 1906.*

B—*continued.*

| Serial No. | Description of papers | Proposed periods of preservation | Opinion of the President of District and Municipal Boards |
|---|---|---|---|
| 56 | Annual accounts accompanying Administration Reports compiled in the District office. | 2 years ... ... | |
| 57 | Do received from taluka ... | Do ... ... | |
| 58 | Register of works | 5 years ... ... | |
| 59 | Mohatarfa demand statement received from taluka. | 2 years ... ... | |
| 60 | Papers relating to monthly contingent bills. | Do ... ... | |
| 61 | Papers relating to grant of licenses for building houses. | 12 years ... ... | |
| 62 | Papers relating to the absence of members from consecutive meetings of the Board. | 1 year ... ... | |
| | *Plague Branch.* | | |
| 63 | Schedule of establishment. | 5 years ... ... | |
| 64 | Acquittance Roll. | Do ... ... | |
| 65 | Barawaid. | Do ... ... | |
| 66 | Plague cash accounts with all its accompaniments *i. e.*, list of cheques of payments, etc. | 20 years ... ... | |

B—*continued.*

| Serial No | Description of papers | Proposed periods of preservation | Opinion of the President of District and Municipal Boards |
|---|---|---|---|
| 67 | Daily Plague report register. | 1 year ... ... | |
| 68 | Annual Plague Administration reports. | 10 years ... ... | |
| 69 | Annual accounts received from taluks. | 5 years ... ... | |
| 70 | Do prepared in the District office. | Do ... ... | |
| 71 | Weekly Plague report. ... | 1 year ... ... | |
| 72 | Circulars orders of no permanent interest. | 2 years ... ... | |
| 73 | Miscellaneous correspondence of no important interest from superior authorities to subordinate officers. | Do ... ... | |
| 74 | Records relating to the sale of fords. | 12 years ... ... | |
| 75 | Pay bills of the establishments of the Municipal and District Fund Branches. | 30 years ... ... | |
| 76 | Schedules of the above establishments. | Do ... ... | |
| 77 | Records relating to the recovery of moharari in Unions. | Till the amount is recovered ... ... | |

*Local Fund and Sanitary (Municipal), dated 3rd April 1906.*

B—*continued.*

| Serial No. | Description of papers | Proposed periods of preservation | Opinion of the President of District and Municipal Boards |
|---|---|---|---|
| 78 | All papers of miscellaneous and unimportant nature. | 2 years ... ... | |
| 79 | Records relating to the sale of toll-gates. | 3 years ... ... | or till the recovery of the sale amount |
| 80 | Licence duchbasts for removal of earth, lumber, stone etc., within the Municipal limits. | 5 years ... ... | |
| 81 | Papers relating to the misconduct of Municipal and Local Fund servants. | To be preserved until the servants concerned have been retired or have died ... | |
| 82 | Sundry papers for preparing monthly accounts. | year ... .. | |
| 83 | Diaries of Local Fund subordinates, such as Work Inspectors. | 2 years ... .. | |
| 84 | Deeds, agreements, security bonds taken from contractors and others | To be destroyed after the conditions are fulfilled | |
| 85 | Correspondence relating to suits against District Fund and Municipal offices. | 30 years ... ... | |
| 86 | Local Fund challan Form No. 1 received from taluks. | 5 years ... | |
| 87 | Papers connected with the sale of smuggled articles. | Do .. ... | |
| 88 | Statement of charges incurred on account of repairs to and construction of tanks, wells, etc., in the Revenue Department. | Do .. ... | |

*Proceedings of the Government of His Highness the Maharaja of Mysore,*

B—*continued.*

| Serial No. | Description of papers | Proposed periods of preservation | Opinion of the President of District and Municipal Boards |
|---|---|---|---|
| 89 | Periodical returns and unanswered references. | 2 years ... ... | |
| 90 | Office copies of periodicals submitted to Sanitary Commissioner and other officers. | Do ... ... | |
| 91 | Taluk miscellaneous orders ... | Do ... ... | |
| 92 | Remission statements ... | 12 years .. ... | |
| 93 | Papers relating to instructions for removing thorns from prickly-pear. | 10 years ... ... | |
| 94 | Correspondence connected with loans for water-supply and other public improvements. | 10 years after the loans are adjusted ... | |
| 95 | Miscellaneous petitions disposed of at the time of jamabandi. | 2 years ... ... | |
| 96 | Sundry periodical accounts of minor importance. | 1 year ... ... | |
| 97 | Statement of houses classified. | 10 years ... .. | |
| 98 | Work files with estimates of Municipal and District Funds and Local Funds General. | Do ... ... | |
| 99 | Taluk monthly Imprest Registers. | 12 years ... ... | |

*Local Fund and Sanitary (Municipal), dated 2nd April 1906.*

B—*concluded.*

| Serial No. | Description of papers | Proposed periods of preservation | Opinion of the President of District and Municipal Boards |
|---|---|---|---|
| 100 | Taluk Octroi Registers ... | 10 years ... ... | |
| 101 | Taluk Pound Registers. ... | Do ... ... | |
| 102 | Stationery issue and receipt books and indents for supply. | 3 years ... ... | |
| 103 | Papers in connection with the improvement of sanitation of Municipal towns. | 10 years ... ... | |
| 104 | Papers relating to the fines imposed under Village Sanitation Rules. | 3 years ... ... | |
| 105 | Papers relating to remuneration to village servants for the collection of Octroi and mohatarfa taxes | 5 years ... ... | |
| 106 | Papers regarding the lighting contracts and smuggling of Octroi duties. | Do ... ... | |
| 107 | Papers regarding the collection of taxes by co-ercive measures. | Do ... ... | |
| 108 | Progress and notification registers of Municipal Funds and Local Funds General. | 2 years ... ... | |
| 109 | Rahadaries on tobacco and other dutiable articles. | Do ... ... | |

Accepted

President Municipal & District Boards, Cuddapah

1905-06

GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE

LOCAL FUND AND SANITARY
(MUNICIPAL)

PROCEEDINGS

*Dated 2nd April 1906*

No. 10916-25
M1 (48-06) 15

Circulates among the Presidents of the Municipal and District Boards for their opinion, two lists showing the records relating to Municipal and District Fund matters to be preserved and those to be destroyed.

GPB—22-5-06—200

D 2082

ML 48-54 1906

From
M. Chingiah Chetty Esq B.A.,
President Local Fund Board,
Madura District

To
K. S. Chandrasekhara Iyer Esq B.A., B.L.,
Secretary to the Govt of Madras
Genl & Rev Depts

Dated 25th

Despatched 29th August 1906

Received

General No. 187
No.

Enclosure No. 1

With reference to Government Order No. 10216-25/Poll (Misc-04)-13 dated the 2nd April 1906, circulating for opinion two lists showing records relating to Municipal and District Fund matters to be preserved and destroyed, has the honor to return the statements duly noting the opinion of the undersigned in the column left blank.

President

*Proceedings of the Government of His Highness the Maharaja of Mysore.*

The following communications from the Presidents of Municipal and District Boards in the ment the preservation and destruction of Municipal and Local Fund records in the and Taluk Offices :—

| | | | |
|---|---|---|---|
| 1 | The President of | Municipal and District Boards, | Kolar District, No. C. 142, dated 25th September 1904. |
| | Do | do | Shimoga District, No. 391—67, dated 9th November 1904. |
| | Do | do | Kadur District, No. 249, dated 18th November 1904. |
| | Do | do | Bangalore District, No. 462, dated 10th December 1904. |
| 5 | Do | do | Chitaldrug District, No. 374, dated 10th January 1905. |
| 6 | Do | do | Mysore District, No. 612, dated 27th January 1905. |
| 7 | Do | do | Hassan District, No. 681—S, dated 13th March 1905. |
| 8 | Do | do | Tumkur District, No. 177, dated 18th August 1905. |

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No. 10216-25—Ml. (48-04)-13, dated Bangalore, 2nd April 1906.

er thereon.—Two lists compiled in this office showing (1) A. Papers to be permanently (2) B. Papers to be destroyed after certain periods of preserva- are forwarded to the Presidents of the Municipal and District Boards with a that they will record their opinion with reasons as far as possible in the column blank in the printed lists and submit them to this office at a very early date.

B. K. VENKATA VARADA IYENGAR,
*Secy. to Govt., Gen. & Rev. Dept.*

To—The Presidents of Municipal and District Boards.
The Presidents of the Municipal Commissions of the Cities of Bangalore and Mysore.

*Proceedings of the Government of His Highness the Maharaja of Mysore,*

A. List of papers to be preserved permanently in the District and Taluk Offices.

| Serial No. | Description of papers | Opinion of the President of the Municipal and District Boards |
|---|---|---|
| 1 | Register of Proceedings of the Meetings of Taluk, District and Municipal Boards | |
| 2 | Imprest Book ... ... ... | |
| 3 | Circular Orders and Rules of permanent nature ... | |
| 4 | "From" and "To" Registers ... .. ... | May be omitted |
| 5 | Register of receipts and expenditure ... ... | |
| 6 | Budgets sanctioned by Government and Government Proceedings | |
| 7 | Register of all sanctioned works with estimates, plans and completion bills and reports | |
| 8 | Order Book ... ... ... ... | |
| 9 | Records connected with the allotment or enjoyment of building site | British Rule 43 |
| 10 | Orders, reports, petitions and letters with books and file of miscellaneous papers of importance | |
| 11 | Abstracts from general statistical returns received from taluks | |

*Local Fund and Sanitary (Municipal), dated 2nd April 1906.*

A—*continued.*

| Serial No. | Description of papers | Opinion of the President of the Municipal and District Boards |
|---|---|---|
| 12 | Circulars, rules, books and printed papers of importance which are still in force | |
| 13 | Circular orders of permanent interest issued by the Deputy Commissioners and Presidents of the District Fund Boards | and Municipal |
| 14 | Papers connected with the administration of Famine Code, Epidemic Diseases Regulations, etc. | |
| 15 | Register of orders issued to and reports received from subordinate Taluk Officers | May be omitted vide No. 26 |
| 16 | District Fund Cheque books of counterfoils .. ... | Omit vide No. 52 |
| 17 | Acquittance Roll ... ... ... | |
| 18 | Barawards ... ... ... ... | |
| 19 | Statement of sites reserved for public purpose .. | |
| 20 | Takarar Tahkta relating to Municipal matters ... | |
| 21 | Jamabandi Goshwara of Municipal revenue ... | |
| 22 | Mutchalikas obtained from people regarding the enjoyment of vacant sites and buildings | Omit vide 43 |

A—*continued.*

| Serial No. | Description of papers | Opinion of the President of the Municipal and District Boards |
|---|---|---|
| 23 | Register of amounts remaining unexpended in the hands of the Presidents of Taluk Boards and Vice-Presidents of Municipalities | |
| 24 | Imprest and cash balance Register ... ... | This may be omitted Vide Rule 2 |
| 25 | Pass book of Plague Branch ... .. ... | Pass book of Plague District Fund Box |
| 26 | Kanarese and English "From" and "To" Registers ... | |
| 27 | Register of expenditure incurred on special occasions ... | |
| 28 | Barward Books of Vaccination establishment ... | |
| 29 | Register of records to be preserved and of those to be destroyed | |
| 30 | Records connected with disputed cases disposed of ... | |
| 31 | Administration Reports ... ... ... | |
| 32 | Register of Municipal taxes, mohatarfa and their revision from time to time | |
| 33 | Register of ferries and their realisations ... ... | |

*Local Fund and Sanitary (Municipal), dated 2nd April 1906.*

A—*continued.*

| Serial No. | Description of papers | Opinion of the President of the Municipal and District Boards. |
|---|---|---|
| 34 | Toll-gates and their realisations ... ... | |
| 35 | Register of Government buildings and properties ... | |
| 36 | "O" Registers ... ... ... ... | |
| 37 | Cheque Book margins ... ... ... | Omit like Rs. 52 |
| 38 | Cash Books ... ... ... ... | |
| 39 | Monthly cash accounts ... ... ... | |
| 40 | Correspondence relating to the introduction of new taxes | |
| 41 | Records of encroachment on public roads, etc., which are the property of District and Municipal Boards ... | |
| 42 | Statement of cheques issued ... ... ... | Omit. The information will be found in the counterfoils. |
| 43 | Statement, prohibitory correspondence and proceedings regarding the sale of building sites in towns ... ... | Omit Rs. 9 & 22 and 38 after regarding the sale, allotment, or enjoyment of vacant sites and buildings |
| 44 | Correspondence relating to the constitution of the Taluk Boards and Municipalities ... ... ... | |

*Proceedings of the Government of His Highness the Maharaja of Mysore.*

A—*continued.*

| Serial No. | Description of papers | Opinion of the President of the Municipal and District Boards |
|---|---|---|
| 45 | Papers relating to the water-supply to towns and villages | |
| 46 | Register of rainfall ... ... .. ... | |
| 47 | Papers in connection with the introduction of fees on carts, etc., coming to weekly markets | |
| 48 | Maps, plans, etc., of Municipalities and all papers relating to the Settlement of Municipal boundaries | |
| 49 | Proclamations of general import ... ... | |
| 50 | Papers connected with the establishment of cattle-pounds Registers of Cattle-pounds | Additions proposed in c. 6 |
| 51 | Papers relating to the establishment of fairs and festivals and opening of dispensaries, schools, munsifkhanas or chaitrams | |
| 52 | Counterfoils of cheque books ... ... ... | |
| 53 | Printed copies of annual reports, etc. .. ... | |
| 54 | Accounts of the transfer of occupancies and of changes therein under the decrees of the Civil Court | |
| 55 | Correspondence relating to the changes of names of occupants | |

*Local Fund and Sanitary (Municipal), dated 2nd April 1906*

A—*concluded.*

| Serial No. | Description of papers | Opinion of the President of the Municipal and District Boards |
|---|---|---|
| 56 | Reports and Yadis transmitted by village officers to Amildars not forming part of important records | When they do not form part of important records, they might as well be destroyed after a specific period. |
| 57 | Records connected with the manners and customs, ceremonies and privileges of procession, etc., in any caste or class of persons | |
| 58 | Records connected with Gokattes, channels and private wells handed over to Government | |
| 59 | District Fund Pass Book .. ... ... | Omit vide No. 25 |
| 60 | District Fund Permanent Advance Register ... | Omit vide No. 2 |
| 61 | District Fund D. C. and B. Register ... ... | |
| 62 | District Fund Cash Book ... ... ... | Omit vide 35 |
| 63 | Papers connected with remission and imposition of taxes | |

**B.—List of papers which may be retained for specific periods and destroyed at the end of such periods in the District and Taluk Offices.**

| Serial No. | Description of papers | Proposed periods of preservation | Opinion of the President of District and Municipal Boards |
|---|---|---|---|
| 1 | Records relating to Octroi duty abolished on certain articles. | 10 years ... ... | |
| 2 | Records dealing with lands taken up for public purposes. | 12 years .. .. | May be permanently preserved (Vide 2 List of re Revenue |
| 3 | List of payments ... ... | 30 years ... ... | |
| 4 | Register of collection of bungalow fees. | 10 years .. ... | |
| 5 | Visitors' book kept in musafirkhana | 12 years ... ... | |
| 6 | Service Registers ... ... | Till death or retirement of the incumbents concerned. | |
| 7 | Progress Reports and statements of District Fund Works. | 5 years ... ... | 2 years as they will found in the Administration reports |
| 8 | Return of labor cases attended by midwives. | 2 years ... .. | |
| 9 | Sale records of unclaimed cattle impounded. | 2 years ... .. | |
| 10 | Notices issued to members to attend meetings of the Boards. | 1 year ... .. | |
| 11 | Annual accounts ... ... | 30 years ... ... | |

B—*continued.*

| Serial No. | Description of papers | Proposed periods of preservation | Opinion of the President of District and Municipal Boards |
|---|---|---|---|
| 23 | Book of receipt and issue of stationery articles. | 5 years ... ... | May be omitted Rule No 102 |
| 24 | Register of dynamite received and expended. | Till amount is finally adjusted. | |
| 25 | Records relating to the election of members for the Taluk, District and Municipal Boards. | 5 years ... ... | |
| 26 | Papers connected with the cattle-pound receipts and remuneration to pound-keepers. | Do | |
| 27 | Papers connected with contingent expenses. | Do | |
| 28 | Papers connected with the grant of leave to officials or with their appointment, promotion, punishment and dismissal. | 30 years or till the official dies or his pension claims are settled after retirement. | |
| 29 | Accounts of printed forms and stationery. | 5 years ... ... | Omit by Rule 10 |
| 30 | Papers connected with the preparation of administration reports. | 2 years ... ... | |
| 31 | Quarterly statement of District Fund Works inspected. | 5 years ... ... | |
| 32 | List of sanctions ... | 10 years ... ... | |
| 33 | Vital statistics and accounts, mortuary and vaccination received from taluks. | 2 years ... ... | |

*Local Fund and Sanitary (Municipal), dated 2nd April 1906.*

B—*continued.*

| | Description of papers | Proposed periods of preservation | Opinion of the President of District and Municipal Boards |
|---|---|---|---|
| | Vital statistics and accounts, mortuary and vaccination prepared in district office. | 5 years ... ... | |
| 35 | Records & Registers connected with applications for building sites. | Do .. ... | Add & Registers after records. |
| 36 | Records and statements relating to transfers of pattas in respect of houses and sites and also to relinquishment thereof. | 12 years ... ... | Vide. R.P. 54 & 55 A list. This may be brought after that. |
| 37 | Sale records of house for revenue default. | 12 years ... ... | |
| 38 | Petitions for reduction of mohatarfa tax and papers relating thereto. | 2 years ... ... | |
| 39 | Sale records of amarayi ... | 5 years ... ... | |
| 40 | Papers connected with sale of dead trees, stone, manure, etc. | Do ... ... | |
| 41 | Notice of demand for arrears of revenue. | 2 years .. .. | |
| 42 | Register of applications for building sites. | 5 years ... ... | Quick [illegible] R.P. 35 [illegible] |
| 43 | Sale records of unserviceable tools and plant. | 2 years ... ... | |
| 44 | Vouchers received from dog and snake killers for rewards paid to them. | 2 years ... ... | |

*Proceedings of the Government of His Highness the Maharaja of Mysore,*

B—*continued.*

| Serial No. | Description of papers | Proposed periods of preservation | Opinion of the President of District and Municipal Boards |
|---|---|---|---|
| 45 | Register of potgi allowances paid to patels and shanbhags | 20 years ... ... | Omit Kiss 105 |
| 46 | Balance sheets of mohatarfa revenue. | 5 years or until the arrears are recovered. | |
| 47 | Office copies of monthly returns ... | 5 years ... ... | Omit Kiss 18 |
| 48 | Counterfoils of receipts ... | Do | Omit Kiss 17 |
| 49 | Stock register ... ... | Do | |
| 50 | Octroi hasal pattiee on all goods... | Do | |
| 51 | Quarterly statements of Municipal works inspected. | 2 years ... ... | Kiss. 21-B 21 to be kept for 5 years. Omit also the item dealt with |
| 52 | D, C and B Accounts received from taluks. | Do | |
| 53 | Do compiled in District office. | 5 years ... ... | |
| 54 | Register of Municipal deposits ... | Do | and District Fu... |
| 55 | Repayment of deposits ... | 2 years ... ... | |

*Local Fund and Sanitary (Municipal), dated 2nd April 1906.*

B—*continued.*

| Serial No. | Description of papers | Proposed periods of preservation | Opinion of the President of District and Municipal Boards |
|---|---|---|---|
| 56 | Annual accounts accompanying Administration Reports compiled in the District office. | 2 years ... ... | |
| 57 | Do received from taluks ... | Do ... ... | |
| 58 | Register of works ... | 5 years ... ... | Omit. Vide Hist 227 |
| 59 | Mohatarfa demand statement received from taluks. | 2 years ... ... | |
| 60 | Papers relating to monthly contingent bills. | Do ... ... | |
| 61 | Papers relating to grant of license for building houses. | 12 years ... ... | |
| 62 | Papers relating to the absence of members from consecutive meetings of the Board. | 1 year ... ... | |
| | *Plague Branch.* | | |
| 63 | Schedule of establishment. | 5 years ... ... | |
| 64 | Acquittance Roll. | Do ... ... | |
| 65 | Saraward. | Do ... ... | |
| 66 | Plague cash accounts with all its accompaniments *i. e.*, list of cheques of payments, etc. | 20 years ... ... | |

**B—continued.**

| Serial No. | Description of papers | Proposed periods of preservation | Opinion of the President of District and Municipal Boards |
|---|---|---|---|
| 67 | Daily Plague report register. | 1 year ... ... | |
| 68 | Annual Plague Administration reports. | 10 years ... ... | |
| 69 | Annual accounts received from taluks. | 5 years ... ... | |
| 70 | Do prepared in the District office. | Do ... ... | |
| 71 | Weekly Plague report. ... | 1 year ... ... | |
| 72 | Circulars orders of no permanent interest. | 2 years ... ... | |
| 73 | Miscellaneous correspondence of no important interest from superior authorities to subordinate officers. | Do ... ... | |
| 74 | Records relating to the sale of fords. | 12 years ... ... | |
| 75 | Pay bills of the establishments of the Municipal and District Fund Branches. | 30 years ... ... | |
| 76 | Schedules of the above establishments. | Do ... ... | |
| 77 | Records relating to the recovery of mohatarfa in Unions. | Till the amount is recovered ... ... | |

*Local Fund and Sanitary (Municipal), dated 2nd April 1906.*

B—*continued*

| Serial No. | Description of papers | Proposed periods of preservation | Opinion of the President of District and Municipal Boards |
|---|---|---|---|
| 78 | All papers of miscellaneous and unimportant nature. | 2 years ... ... | |
| 79 | Records relating to the sale of toll-gates. | 3 years ... ... | |
| 80 | License darkhasts for removal of earth, kankar, stone etc., within the Municipal limits. | 5 years ... ... | |
| 81 | Papers relating to the misconduct of Municipal and Local Fund servants. | To be preserved until the servants concerned have been retired or have died ... | |
| 82 | Sundry papers for preparing monthly accounts. | 1 year ... | |
| 83 | Diaries of Local Fund subordinates, such as Work Inspectors. | 2 years ... .. | |
| 84 | Deeds, agreements, security bonds taken from contractors and others | To be destroyed after the conditions are fulfilled | |
| 85 | Correspondence relating to suits against District Fund and Municipal offices. | 30 years ... ... | |
| 86 | Local Fund challan Form No. 1 received from taluks. | 5 years ... ... | |
| 87 | Papers connected with the sale of smuggled articles. | Do .. ... | |
| 88 | Statement of charges incurred on account of repairs to and construction of tanks, wells, etc., in the Revenue Department. | Do .. ... | |

*Proceedings of the Government of His Highness the Maharaja of Mysore,*

B—*continued.*

| Serial No. | Description of papers | Proposed periods of preservation | Opinion of the President of District and Municipal Boards |
|---|---|---|---|
| 89 | Periodical returns and unanswered references. | 2 years ... ... | |
| 90 | Office copies of periodicals submitted to Sanitary Commissioner and other officers. | Do ... ... | |
| 91 | Taluk miscellaneous orders ... | Do ... ... | |
| 92 | Remission statements ... | 12 years .. ... | |
| 93 | Papers relating to instructions for removing thorns from prickly-pear. | 10 years ... ... | |
| 94 | Correspondence connected with loans for water-supply and other public improvements. | 10 years after the loans are adjusted ... | |
| 95 | Miscellaneous petitions disposed of at the time of jamabandi. | 2 years ... ... | |
| 96 | Sundry periodical accounts of minor importance. | 1 year ... ... | |
| 97 | Statement of houses classified. | 10 years ... ... | |
| 98 | Work files with estimates of Municipal and District Funds and Local Funds General. | Do ... ... | |
| 99 | Taluk monthly Imprest Registers. | 12 years ... ... | |

*Local Fund and Sanitary (Municipal), dated 2nd April 1906*

B—*concluded.*

| rial No. | Description of papers | Proposed periods of preservation | Opinion of the President of District and Municipal Boards |
|---|---|---|---|
| 00 | Taluk Octroi Registers ... | 10 years ... ... | |
| 01 | Taluk Pound Registers. ... | Do ... ... | Omit - Kiss Slist 22 50 |
| 102 | Stationery issue and receipt books and indents for supply. | 3 years ... ... | cust pr in lect forms. |
| 103 | Papers in connection with the improvement of sanitation of Municipal towns. | 10 years ... ... | |
| 104 | Papers relating to the fines imposed under Village Sanitation Rules. | 3 years ... ... | |
| 105 | Papers relating to remuneration to village servants for the collection of Octroi and mohatarfa taxes. | 5 years ... ... | |
| 106 | Papers regarding the lighting contracts and smuggling of Octroi duties. | Do ... | |
| 107 | Papers regarding the collection of taxes by co-ercive measures. | Do ... ... | |
| 108 | Progress and notification registers of Municipal Funds and Local Funds General. | 2 years ... ... | |
| 109 | Rahadaries on tobacco and other dutiable articles. | Do ... ... | |

President,
Local Fund Board,
Kadua District.

1905-06

GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE

LOCAL FUND AND SANITARY
(MUNICIPAL)

PROCEEDINGS

*Dated 2nd April 1906*

No. 10216-25
M1. (48-04)-13

Circulates among the Presidents of the Municipal and District Boards for their opinion, two lists showing the records relating to Municipal and District Fund matters to be preserved and those to be destroyed.

GPD—98-5-06—200

67

B.M. 108]

OFFICE OF THE MUNICIPAL COMMISSION

*City Bangalore,* 4th September 1906

68 49 One.

M 48-04
8/20

FROM

THE PRESIDENT,
*Municipal Commission,*
*Bangalore City.*

To. The Secretary to the Government of
His Highness the Maharaja of Mysore,
General and Revenue Departments,
Bangalore.

SIR,

With reference to Government Proceedings No. 10216-25/Municipal (48-04)-13 dated the 2nd. April last, I have the honor to --submit herewith copies of the two lists of Municipal records to be preserved or destroyed received with the above, noting my opinion thereon, as - called for

I have the honor to be
Sir,
Your most obedient servant,

PRESIDENT.

B.V.

A. List of papers to be preserved permanently in the District and Taluk Offices

| Serial No | Description of papers | Opinion of the President of the Municipal and District Boards |
|---|---|---|
| | Register of Proceedings of the Meetings of Taluk District and Municipal Boards | may be kept for 30 years. |
| 2 | Imprest Book | may be preserved for 30 years. |
| 3 | Circular orders and rules of permanent nature | to be permanently preserved |
| 4 | "From and "To" Registers | |
| 5 | Register of receipts and expenditure | may be preserved permanently |
| 6 | Budgets sanctioned by Government and Government Proceedings | 30 years |
| 7 | Register of all sanctioned works with estimates plans and completion bills and reports | 30 years |
| 8 | Audit Book | 30 years |
| 9 | Records connected with the allotment or enjoyment of building site | to be preserved permanently |

| | | |
|---|---|---|
| 10 | Orders, notes, petitions and letters with, books and files of miscellaneous papers of importance | to be preserved permanently |
| 11 | Abstracts from general statistical returns received from Taluks. | 30 years |
| 12 | Circulars, rules, books and printed papers of importance which are still in force | to be preserved permanently |
| 13 | Circular orders of permanent interest issued by the Deputy Commissioners and Presidents of the District Fund Boards | — do — do — |
| 14 | Papers connected with the administration of Famine Code, Epidemic Diseases Regulations &c. | — do — do — |
| 15 | Registers of orders issued to and reports received from subordinate Taluk officers | to be preserved permanently |
| 16 | District Fund Cheque books of counterfoils. | 30 years |
| 17 | Acquittance Roll | to be preserved for 30 y |
| 18 | Paravands | — do — do |
| 19 | Statement of sites reserved for public purpose | to be kept permanently |
| 20 | Takaran Takta relating to Municipal matters | — do — |

| Work files with th | | |
|---|---|---|
| 21 | Jamabandi Goshwara of Municipal revenue | 30 years 70 |
| 22 | Allutchalikas obtained from people regarding the enjoyment of vacant sites and buildings | To be preserved permanently |
| 23 | Register of amounts remaining unexpended in the hands of the Presidents of Taluk Boards and Vice-Presidents of Municipalities | To be preserved for 20 years. |
| 24 | Imprest and Cash Balance Register | —do— |
| 25 | Pass Book of Plague Branch. | —do |
| 26 | Kannada and English Fyas and to Registers | To be preserved permanently |
| 27 | Register of expenditure incurred on special occasions | —do— do- |
| 28 | Barwand Books of Vaccination establishment | To be preserved for 30 years. |
| 29 | Register of records to be preserved and of those to be destroyed | To be preserved permanently |
| 30 | Records connected with disputed cases disposed of | —do— do- |
| 31 | Administration reports | 30 years |
| 32 | Register of Municipal Taxes, moharfa, and their revision from time to time | To be preserved permanently |

| | | |
|---|---|---|
| 33 | Register of ferries and their realizations | 30 years |
| 34 | Tollgates and their realizations | — do — |
| 35 | Register of Government buildings and properties | To be preserved permanently |
| 36 | "C" Registers. | 30 years. |
| 37 | Cheque Book margins | To be kept for 30 years. |
| 38 | Cash Books. | Permanently |
| 39 | Monthly cash accounts. | To be kept for 20 years. |
| 40 | Correspondence relating to the introduction of new taxes | To be kept permanently |
| 41 | Records of encroachments on public roads &c. which are the property of District and Municipal Boards. | — do — do — |
| 42 | Statement of cheques issued | 20 years |
| 43 | Statement, correspondence and proceedings regarding the sale of building sites in towns. | Permanently |
| 44 | Correspondence relating to the constitution of the Taluk Boards and Municipalities | 30 years |
| 45 | Papers relating to the water supply to towns and villages. | Permanently |

39 Work files with

| | | |
|---|---|---|
| 46 | Register of rainfall | Permanently |
| 47 | Papers in connection with the introduction of fees on carts or coming to weekly markets | 30 years |
| 48 | Maps plans &c of Municipalities and all papers relating to the settlement of Municipal boundaries | To be preserved permanently |
| 49 | Proclamations of general import | do. |
| 50 | Papers connected with the establishment of lock up pounds | do |
| 51 | Papers relating to the establishment of fairs and festivals and opening of dispensaries, schools, musafirkhanas or lokattas | do |
| 52 | Counterfoils of Cheque Books | 30 years |
| 53 | Printed copy of Annual reports | do |
| 54 | Accounts of the transfer of occupancies and of changes therein made under the decree of the Civil Courts | Permanently |
| 55 | Correspondence relating to the change of occupants | 15 years |

| | | |
|---|---|---|
| 56 | Reports and Yadis transmitted by village Officers to District not forming part of important records | Permanently |
| 57 | Records connected with the manners and customs, ceremonies and privileges of processions etc in any caste or class of persons | To be preserved permanently |
| 58 | Records connected with Ghats, channels and private wells handed over to Government. | do do |
| 59 | District Fund Pass Book | 30 years |
| 60 | District Fund Permanent Advance Register. | do |
| 61 | District Fund, D, C and B Register | do |
| 62 | District Fund Cash Book | Permanently |
| 63 | Papers connected with remission and imposition of Taxes. | do |

Dark Files with

B List of papers which may be retained for specific periods and destroyed at the end of such period in the District and Taluk Offices.

| Serial No. | Description of papers | Proposed period of preservation | Opinion of the President of District and Municipal Boards. |
|---|---|---|---|
| | Records relating to octroi duty abolished on certain articles | 10 years | 20 years |
| 2 | Records dealing with lands taken up for public purposes | 12 years | 7 yes |
| 3 | List of payments | 30 years | -do- |
| 4 | Registers of collection of Bungalow fees | 10 years | -do |
| 5 | Visitors' book kept in museum & rest house | 12 years | -do- |
| 6 | Service Registers | Till death or retirement of the incumbents concerned | -do- |
| 7 | Progress reports and statements of District Fund Works | 5 years | -do- |
| 8 | Return of labour cases attended by midwives | 2 years | -do- |
| 9 | Sale records of unclaimed cattle impounded | 2 years | -do- |
| 10 | Notices issued to members to attend meetings of the Boards | 1 year | -do- |
| 11 | Annual Accounts | 30 years | -do- |
| 12 | Draft budget estimates submitted to Government | 2 years | -do- |

| | | | |
|---|---|---|---|
| 3 | Register of Births and deaths | 12 years | 20 years |
| 14 | Circular orders, reports, yadis &c of temporary interest | 2 years | yes. |
| 15 | List of articles belonging to Government sold by public auction | — do — | — do — |
| 6 | Records in connection with claims impounded cattle | — do — | — do — |
| 7 | Receipt Books | 5 years | — do — |
| 8 | Monthly accounts Office copies | — do — | — do — |
| 9 | Periodical reports and returns on miscellaneous matters of no important interest submitted to the District Officers by the Amildars and their Office copies. | 2 years | — do — |
| 1 | Measurement Books | 10 years | — do — |
| | Office copies of estimates. | 2 years | — do — |
| 2 | Miscellaneous correspondence of no permanent interest submitted to superior authorities | — do — | — do — |
| 3 | Book of receipt and issue of stationery articles. | 5 years | — do — |
| 4 | Register of deposits received and expended | Till Amount is finally adjusted | — do — |

| | | | |
|---|---|---|---|
| 25 | Records relating to the election of members for the Taluk District and Municipal Boards | 5 years | yes |
| 26 | Papers connected with the levying pound receipts and remuneration to pound keepers. | —do— | —do— |
| 27 | Papers connected with contingent expenses. | —do— | —do— |
| 28 | Papers connected with the grant of leave to officials as with the appointment, promotion, punishment and dismissal | 30 years or till the official dies or his pension claims are settled after retirement | —do— |
| 29 | Accounts of printed forms and stationery | 5 years | —do— |
| 30 | Papers connected with the preparation of Administration reports. | 2 years | —do— |
| 31 | Quarterly statements of District Fund Works inspected | 5 years | —do— |
| 32 | List of sanctions | 10 years | —do— |
| 33 | Vital statistics and accounts, mortuary and vaccination reports from Taluks | 2 years | —do— |
| 34 | Vital statistics and Accounts, mortuary and vaccination prepared in District Office | 5 years | —do— |

| | | | |
|---|---|---|---|
| 35 | Records connected with applications for building sites | 5 years | yes |
| 36 | Records and statements relating to transfers of pattas in respect of houses and sites and also to relinquishment deeds of | 12 years | do |
| | Sale records of houses for revenue default | 12 years | do |
| | Petitions for reduction of monohatta tax and papers relating thereto | 2 years | do |
| 39 | Sale records of amrigi | 5 years | do |
| 40 | Papers connected with sale of dead trees, stone manure &c | do | do |
| 41 | Notice of demand for arrears of revenue | 2 years | do |
| 42 | Register of applications for building sites | 5 years | do |
| 43 | Sale records of unserviceable tools and plant | 2 years | do |
| 44 | Vouchers received from dog and snake killers for rewards paid to them | 2 years | one year |
| 45 | Register of poty allowances paid to patels and shanbhogs | 30 years | yes |
| 46 | Balance sheets of monohatta revenue | 5 years or until the arrears are recovered | do |

39 Work files [illegible]

| | | | |
|---|---|---|---|
| 47 | Office copies of monthly returns | 5 years | yes |
| 48 | Counterfoils of receipts | do | do |
| 49 | Stock Registers | do | do |
| 50 | Octroi house passes on all goods. | do | do |
| 51 | Quarterly statements of Municipal Works inspected. | 2 years | do |
| 52 | T C and B Accounts received from Taluks. | do | do |
| 53 | do compiled in District Office | 5 years | do |
| 54 | Register of Municipal deposits | do | do |
| 55 | Repayment of deposits. | 2 years | do |
| 56 | Annual Accounts accompanying Administration Report compiled in the District Office | 2 years | do |
| 57 | do received from Taluks. | do | do |
| 58 | Registers of works | 5 years | 8 years |
| 59 | Malkatar's demand statement received from Taluks | 2 years | yes |
| 60 | Papers relating to monthly contingent bills. | do | do |
| 61 | Papers relating to grant of licence for building houses | 12 years | do |
| 62 | Papers relating to the absence of members from consecutive meetings of the Board | 1 year | do |

| | | | |
|---|---|---|---|
| | **Plague Branch** | | |
| 63 | Schedule of establishments | 5 years | 30 years |
| 64 | Daily attendance roll | do | |
| 65 | Banawaad | do | |
| 66 | Plague cash account with all its accompaniments i.e. list of cheques of payment etc. | 20 years | yes |
| 67 | Daily Plague reports register | 1 year | do |
| 68 | Annual Plague Administration reports. | 10 years | do |
| 69 | Annual accounts received from Taluka | 5 years | do |
| 70 | do prepared in the District Office | do | do |
| 71 | Weekly Plague Reports | 1 year | do |
| 72 | Circular orders of no permanent interest. | 2 years | do |
| 73 | Miscellaneous correspondence of nonimportant interest from superior authorities to subordinate officers. | do | do |
| 74 | Records relating to the sale of food | 12 years | do |
| 75 | Pay bills of the establishment of the Municipal and District Fund Branches. | 30 years | do |
| 76 | Schedules of the above establishment | do | do |
| 77 | Records relating to the recovery of moharfa nuisance | till the amount is recovered | do |
| | moharfa revenue | till the arrears are | do |

| | | | |
|---|---|---|---|
| 78 | All papers of miscellaneous and unimportant nature | 2 years | yes |
| 79 | Records relating to the sale of toll-gates | 3 years | do |
| 80 | Licence darkhasts for removal of earth, kankar, stone &c within the municipal limits | 5 years | do |
| 81 | Papers relating to the misconduct of Municipal and Local Fund servants | To be preserved until the servants concerned have been retired or have died | do |
| 82 | Sundry papers for preparing monthly accounts | 1 year | do |
| 83 | Diaries of Local Fund subordinates, such as Work Inspectors | 2 years | do |
| 84 | Deeds, agreements, security bonds taken from contractors and others | To be destroyed after the conditions are fulfilled | do |
| 85 | Correspondence relating to suits against District Fund and Municipal Offices | 30 years | do |
| 86 | Local Fund challans no. received from talukas | 5 years | do |
| 87 | Papers connected with the sale of smuggled articles | do | do |

| | | | |
|---|---|---|---|
| 88 | Statement of charges incurred on account of repairs to and construction of tanks, wells, &c. in the Revenue Department. | 5 years | yes |
| 89 | Periodical returns and measurement references | 2 years | do |
| 90 | Office copies of periodicals sent annually to Sanitary Commissioner and other Officers | do | do |
| 91 | Taluk miscellaneous orders | do | do |
| 92 | Remission statements | 12 years | do |
| 93 | Papers relating to instructions for removing thorns from prickly pear | 10 years | do |
| 94 | Correspondence connected with loans for water supply and other public improvements. | 10 years after the loans are adjusted | do |
| 95 | Miscellaneous petitions disposed of at the time of Jamabandi | 2 years | do |
| 96 | Sundry periodical accounts of minor importance | 1 year | do |
| 97 | Statement of houses classified. | 10 years | 12 years |

recovery

10 ~~Betel-nut, tobacco and other dutiable articles~~ } ~~2 years~~ ~~yes~~

~~83~~

City Municipal Office
Bangalore, the 8th Sept. 06

President, Municipal Commission,
Bangalore City.

190 67

From

The President of the
Municipal Board
Bangalore and

To

The Secy. to Govt. of Mysore
Gen. Secs. Dept.

Dated 27

Despatched March 1907

Received

General No.

Dept. No. 178

Enclosure No. one

G. O. 10216-25 of 2-4-06
MC(68-06)-13

Farmisher of Petition
re Preservation and
destruction of municipal
vital-found records

84 ML 48-04

D.O. 178 Bangalore district

E-1 Dist Board Presidents Office

D 6215-27 March 1907

From M. H. Shankar Esquire

President, Dist Board

Bangalore District

To K S Chandrasekhara Iyer Esq

B.A. B.L.

Dep. to govt. - Requests

Opn rules - Drafts

Sir

I direct to govt. order No 1021-6-25 ML(48.04)-13 of 2nd April 1906 calling for opinion as to what Municipal and Dist Fund records of the District and Taluk Offices may be preserved or destroyed. I have the honor in submitting the A and B lists received with the above, to suggest that Nos 6, 7, 11, 14, 23, 25, 37, 46, 47 and 56 of the A list may be omitted from that list and transferred to the List B with a period of between 20 to 30 years for their preservation and

destruction thereafter. I consider this as sufficiently a long period, after the expiration of which there seldom arises any necessity for their preservation.

2. Clauses No. 5 and 74 of the B list may be preserved for only 5 years, while No. 13 of the same list may be kept for 30 years.

3. I further beg to add that the Divisional Officers' opinions were called for and they are of the same opinion in the matter.

I have the honor to be,
Sir,
Your most obedient servant
[illegible]
President Air Board

MEG

READ—

The following communications from the Presidents of Municipal and District Boards in the State, anent the preservation and destruction of Municipal and Local Fund records in the District and Taluk Offices :—

| | | | |
|---|---|---|---|
| 1. | The President of | Municipal and District Boards, | Kolar District, No. C. 142, dated 25th September 1904. |
| 2. | Do | do | Shimoga District, No. 391—67, dated 9th November 1904. |
| 3. | Do | do | Kadur District, No. 249, dated 18th November 1904. |
| 4. | Do | do | Bangalore District, No. 462, dated 10th December 1904. |
| 5. | Do | do | Chitaldrug District, No. 374, dated 10th January 1905. |
| 6. | Do | do | Mysore District, No. 612, dated 27th January 1905. |
| 7. | Do | do | Hassan District, No. 681—S, dated 13th March 1905. |
| 8. | Do | do | Tumkur District, No. 177, dated 18th August 1905. |

No. 10216-25—ML. (48-04)-13, DATED BANGALORE, 2ND APRIL 1906.

ORDER THEREON.—Two lists compiled in this office showing (1) A. Papers to be preserved permanently (2) B. Papers to be destroyed after certain periods of preservation, are forwarded to the Presidents of the Municipal and District Boards with a request that they will record their opinion with reasons as far as possible in the column left blank in the printed lists and submit them to this office at a very early date.

*for Secy. to Govt., Gen. & Rev. Dept.*

To—The Presidents of Municipal and District Boards.
The Presidents of the Municipal Commissions of the Cities of Bangalore and Mysore.

Exd.—C. R.

*Proceedings of the Government of His Highness the Maharaja of Mysore,*

A. List of papers to be preserved permanently in the District and Taluk Offices.

| Serial No. | Description of papers | Opinion of the President of the Municipal and District Boards |
|---|---|---|
| 1 | Register of Proceedings of the Meetings of Taluk, District and Municipal Boards | |
| 2 | Imprest Book | |
| 3 | Circular Orders and Rules of permanent nature | |
| 4 | "From" and "To" Registers | |
| 5 | Register of receipts and expenditure | |
| 6 | Budgets sanctioned by Government and Government Proceedings | May be omitted from this list & transferred list B. for keeping for between 20 to 30 years. |
| 7 | Register of all sanctioned works with estimates, plans and completion bills and reports | |
| 8 | Order Book | |
| 9 | Records connected with the allotment or enjoyment of building site | |
| 10 | Orders, reports, petitions and letters with books and file of miscellaneous papers of importance | |
| 11 | Abstracts from general statistical returns received from taluks | —— do —— do |

*Local Fund and Sanitary (Municipal) dated 2nd April 1906.*

A—*continued.*

| Serial No. | Description of papers | Opinion of the President of the Municipal and District Boards |
|---|---|---|
| 12 | Circulars, rules, books and printed papers of importance which are still in force | |
| 13 | Circular orders of permanent interest issued by the Deputy Commissioners and Presidents of the District Fund Boards | |
| 14 | Papers connected with the administration of Famine Code, Epidemic Diseases Regulations, etc. | vide Opinion to Nos 6 & 7 |
| 15 | Register of orders issued to and reports received from subordinate Taluk Officers | |
| 16 | District Fund Cheque books of counterfoils | |
| 17 | Acquittance Roll | |
| 18 | Barawards | |
| 19 | Statement of sites reserved for public purpose | |
| 20 | Takarar Tahkta relating to Municipal matters | |
| 21 | Jamabandi Goshwara of Municipal revenue | |
| 22 | Mutchalikas obtained from people regarding the enjoyment of vacant sites and buildings | |

*Proceedings of the Government of His Highness the Maharaja of Mysore,*

A—*continued.*

| Serial No. | Description of papers | Opinion of the President of the Municipal and District Boards |
|---|---|---|
| 23 | Register of amounts remaining unexpended in the hands of the Presidents of Taluk Boards and Vice-Presidents of Municipalities | Vide [illegible] |
| 24 | Imprest and cash balance Register | |
| 25 | Pass book of Plague Branch | do do |
| 26 | Kanarese and English "From" and "To" Registers | |
| 27 | Register of expenditure incurred on special occasions | |
| 28 | Harward Books of Vaccination establishment | |
| 29 | Register of records to be preserved and of those to be destroyed | |
| 30 | Records connected with disputed cases disposed of ... | |
| 31 | Administration Reports ... ... ... | |
| 32 | Register of Municipal taxes, mahsularis and their revision from time to time | |
| 33 | Register of ferries and their realizations ... ... | |

*Local Fund and Sanitary (Municipal), dated 2nd April 1906*

*A—continued.*

| Serial No. | Description of papers | Opinion of the President of the Municipal and District Boards |
|---|---|---|
| 34 | Toll-gates and their realisations | |
| 35 | Register of Government buildings and properties | |
| 36 | "C" Registers | |
| 37 | Cheque Book margins | Portions 6 & 7 |
| 38 | Cash Books | |
| 39 | Monthly cash accounts | |
| 40 | Correspondence relating to the introduction of new taxes | |
| 41 | Records of encroachment on public roads, etc., which are the property of District and Municipal Boards | |
| 42 | Statement of cheques issued | |
| 43 | Statement, correspondence and proceedings regarding the sale of building sites in towns | |
| 44 | Correspondence relating to the constitution of the Taluk Boards and Municipalities | |

*Proceedings of the Government of His Highness the Maharaja of Mysore,*

A—*continued.*

| Serial No. | Description of papers | Opinion of the President of the Municipal and District Boards |
|---|---|---|
| 45 | Papers relating to the water-supply to towns and villages | |
| 46 | Register of rainfall | vide Opinion given Bro Katy |
| 47 | Papers in connection with the introduction of fees on carts, etc., coming to weekly markets | |
| 48 | Maps, plans, etc., of Municipalities and all papers relating to the Settlement of Municipal boundaries | |
| 49 | Proclamations of general import | |
| 50 | Papers connected with the establishment of cattle-pounds | |
| 51 | Papers relating to the establishment of fairs and festivals and opening of dispensaries, schools, munsifkhanas or chattrams | |
| 52 | Counterfoils of cheque books | |
| 53 | Printed copies of annual reports, etc. | |
| 54 | Accounts of the transfer of occupancies and of changes therein under the decrees of the Civil Court | |
| 55 | Correspondence relating to the changes of names of occupants | |

**B.—List of papers which may be retained for specific periods and destroyed at the end of such periods in the District and Taluk Offices.**

| Serial No. | Description of papers | Proposed periods of preservation | Opinion of the President of District and Municipal Boards |
|---|---|---|---|
| 1 | Records relating to Octroi duty abolished on certain articles. | 10 years | |
| 2 | Records dealing with lands taken up for public purposes. | 12 years | |
| 3 | List of payments | 30 years | |
| 4 | Register of collection of bungalow fees. | 10 years | |
| 5 | Visitors' book kept in munsifkhana. | 12 years | may be preserved for 5 years |
| 6 | Service Registers | Till death or retirement of the incumbents concerned. | |
| 7 | Progress Reports and statements of District Fund Works. | 5 years | |
| 8 | Return of labor cases attended by midwives. | 2 years | |
| 9 | Sale records of unclaimed cattle impounded | 2 years | |
| 10 | Notices issued to members to attend meetings of the Boards. | 1 year | |
| 11 | Annual accounts | 30 years | |

[redacted]

[redacted]

| [redacted] | [redacted] | [redacted] | [redacted] |
|---|---|---|---|
| [redacted] | [redacted] | [redacted] | [redacted] |
| [redacted] | [redacted] | [redacted] | [redacted] |
| [redacted] | [redacted] | [redacted] | [redacted] |

*Proceedings of the Government of His Highness the Maharaja of Mysore,*

**B.—List of papers which may be retained for specific periods and destroyed at the end of such periods in the District and Taluk Offices.**

| Serial No. | Description of papers | Proposed periods of preservation | Opinion of the President of District and Municipal Boards |
|---|---|---|---|
| 1 | Records relating to Octroi duty abolished on certain articles. | 10 years | |
| 2 | Records dealing with lands taken up for public purposes. | 12 years | |
| 3 | List of payments | 30 years | |
| 4 | Register of collection of bungalow fees. | 10 years | |
| 5 | Visitors' book kept in munsifkhana | 12 years | may be preserved 5 years |
| 6 | Service Registers | Till death or retirement of the incumbents concerned. | |
| 7 | Progress Reports and statements of District Fund Works. | 5 years | |
| 8 | Return of labor cases attended by midwives. | 2 years | |
| 9 | Sale records of unclaimed cattle impounded. | 2 years | |
| 10 | Notices issued to members to attend meetings of the Boards. | 1 year | |
| 11 | Annual accounts | 30 years | |

*Local Fund and Sanitary (Municipal), dated 2nd April 1906.*

B—*continued.*

| Serial No. | Description of papers | Proposed periods of preservation | Opinion of the President of District and Municipal Boards |
|---|---|---|---|
| 12 | Draft budget estimates submitted to Government. | 2 years | |
| 13 | Register of births and deaths | 12 years | May be preserved for 30 years |
| 14 | Circular orders, reports, yadis, etc., of temporary interest. | 2 years | |
| 15 | List of articles belonging to Government sold by public auction. | Do | |
| 16 | Records in connection with claims to impounded cattle. | Do | |
| 17 | Receipt Books | 5 years | |
| 18 | Monthly accounts—office copies | Do | |
| 19 | Periodical reports and returns on miscellaneous matters of no important interest submitted to the District Officers by the Amildars and their office copies. | 2 years | |
| 20 | Measurement books | 10 years | |
| 21 | Office copies of estimates | 2 years | |
| 22 | Miscellaneous correspondence of no permanent interest submitted to superior authorities. | Do | |

B—*continued.*

| Serial No. | Description of papers | Proposed periods of preservation | Opinion of the President of District and Municipal Boards |
|---|---|---|---|
| 23 | Book of receipt and issue of stationery articles. | 5 years ... ... | |
| 24 | Register of dynamite received and expended. | Till amount is finally adjusted. | |
| 25 | Records relating to the election of members for the Taluk, District and Municipal Boards. | 5 years ... ... | |
| 26 | Papers connected with the cattle-pound receipts and remuneration to pound-keepers. | Do | |
| 27 | Papers connected with contingent expenses. | Do | |
| 28 | Papers connected with the grant of leave to officials or with their appointment, promotion, punishment and dismissal. | 30 years or till the official dies or his pension claims are settled after retirement. | |
| 29 | Accounts of printed forms and stationery. | 5 years | |
| 30 | Papers connected with the preparation of administration reports. | 2 years | |
| 31 | Quarterly statement of District Fund Works inspected. | 5 years | |
| 32 | List of sanctions ... ... | 10 years | |
| 33 | Vital statistics and accounts, mortuary and vaccination received from taluks. | 2 years | |

*Local Fund and Sanitary (Municipal), dated 2nd April 1906.*

B—*continued.*

| Serial No. | Description of papers | Proposed periods of preservation | Opinion of the President of District and Municipal Boards |
|---|---|---|---|
| 34 | Vital statistics and accounts, mortuary and vaccination prepared in district office. | 5 years | |
| 35 | Records connected with applications for building sites. | Do | |
| 36 | Records and statements relating to transfers of pattas in respect of houses and sites and also to relinquishment thereof. | 12 years | |
| 37 | Sale records of house for revenue default. | 12 years. | |
| 38 | Petitions for reduction of mohatarfa tax and papers relating thereto. | 2 years | |
| 39 | Sale records of amarayi ... | 5 years | |
| 40 | Papers connected with sale of dead trees, stone, manure, etc. | Do | |
| 41 | Notice of demand for arrears of revenue. | 2 years | |
| 42 | Register of applications for building sites. | 5 years | |
| 43 | Sale records of unserviceable tools and plant. | 2 years | |
| 44 | Vouchers received from dog and snake-killers for rewards paid to them. | 2 years | |

B—*continued.*

| Serial No. | Description of papers | Proposed periods of preservation | Opinion of the President of District and Municipal Boards |
|---|---|---|---|
| 45 | Register of potgi allowances paid to patels and shanbhags | 30 years | |
| 46 | Balance sheets of mohataria revenue. | 5 years or until the arrears are recovered. | |
| 47 | Office copies of monthly returns | 5 years | |
| 48 | Counterfoils of receipts | Do | |
| 49 | Stock register | Do | |
| 50 | Octroi local pattas on all goods... | Do | |
| 51 | Quarterly statements of Municipal works inspected. | 2 years | |
| 52 | D, C and B Accounts received from talaks. | Do | |
| 53 | Do compiled in District office. | 5 years | |
| 54 | Register of Municipal deposits | Do | |
| 55 | Repayment of deposits | 2 years | |

*Local Fund and Sanitary (Municipal), dated 2nd April 1906.*

B—*continued.*

| Serial No. | Description of papers | Proposed periods of preservation | Opinion of the President of District and Municipal Boards |
|---|---|---|---|
| 56 | Annual accounts accompanying Administration Reports compiled in the District office. | 2 years | |
| 57 | Do received from taluks | Do | |
| 58 | Register of works | 5 years | |
| 59 | Mohatarfa demand statement received from taluks. | 2 years | |
| 60 | Papers relating to monthly contingent bills. | Do | |
| 61 | Papers relating to grant of license for building houses. | 12 years | |
| 62 | Papers relating to the absence of members from consecutive meetings of the Board. | 1 year | |
| | *Plague Branch.* | | |
| 63 | Schedule of establishment. | 5 years | |
| 64 | Acquittance Roll. | Do | |
| 65 | Baraward. | Do | |
| 66 | Plague cash accounts with all its accompaniments *i. e.*, list of cheques of payments, etc. | 20 years | |

B—*continued.*

| Serial No. | Description of papers | Proposed periods of preservation | Opinion of the President of District and Municipal Boards |
|---|---|---|---|
| 67 | Daily Plague report register. | 1 year | |
| 68 | Annual Plague Administration reports. | 10 years | |
| 69 | Annual accounts received from taluks. | 5 years | |
| 70 | Do prepared in the District office. | Do | |
| 71 | Weekly Plague report. | 1 year | |
| 72 | Circulars orders of no permanent interest. | 2 years | |
| 73 | Miscellaneous correspondence of no important interest from superior authorities to subordinate officers. | Do | |
| 74 | Records relating to the sale of fords. | 12 years | may be preserved for 5 years |
| 75 | Pay bills of the establishments of the Municipal and District Fund Branches. | 30 years | |
| 76 | Schedules of the above establishments. | Do | |
| 77 | Records relating to the recovery of mohatarfa in Unions. | Till the amount is recovered | |

*Local Fund and Sanitary (Municipal), dated 2nd April 1906.*

B—*continued*

| Serial No. | Description of papers | Proposed periods of preservation | Opinion of the President of District and Municipal Boards |
|---|---|---|---|
| 78 | All papers of miscellaneous and unimportant nature. | 2 years | |
| 79 | Records relating to the sale of toll-gates. | 3 years | |
| 80 | License darkhasts for removal of earth, kankar, stone etc., within the Municipal limits. | 5 years | |
| 81 | Papers relating to the misconduct of Municipal and Local Fund servants. | To be preserved until the servants concerned have been retired or have died | |
| 82 | Sundry papers for preparing monthly accounts. | 1 year | |
| 83 | Diaries of Local Fund subordinates, such as Work Inspectors. | 2 years | |
| 84 | Deeds, agreements, security bonds taken from contractors and others | To be destroyed after the conditions are fulfilled | |
| 85 | Correspondence relating to suits against District Fund and Municipal offices. | 30 years | |
| 86 | Local Fund challan Form No. 1 received from taluks. | 5 years | |
| 87 | Papers connected with the sale of smuggled articles. | Do | |
| 88 | Statement of charges incurred on account of repairs to and construction of tanks, wells, etc., in the Revenue Department. | Do | |

B—*continued.*

| Serial No. | Description of papers | Proposed periods of preservation | Opinion of the President of District and Municipal Boards |
|---|---|---|---|
| 89 | Periodical returns and unanswered references. | 2 years | |
| 90 | Office copies of periodicals submitted to Sanitary Commissioner and other officers. | Do | |
| 91 | Taluk miscellaneous orders | Do | |
| 92 | Remission statements | 12 years | |
| 93 | Papers relating to instructions for removing thorns from prickly-pear. | 10 years | |
| 94 | Correspondence connected with loans for water-supply and other public improvements. | 10 years after the loans are adjusted | |
| 95 | Miscellaneous pensions disposed of at the time of jamabandi. | 2 years | |
| 96 | Sundry periodical accounts of minor importance. | 1 year | |
| 97 | Statement of houses classified. | 10 years | |
| 98 | Work files with estimates of Municipal and District Funds and Local Funds General. | Do | |
| 99 | Taluk monthly Imprest Registers. | 12 years | |

*Local Fund and Sanitary (Municipal), dated 2nd April 1906.*

B—*concluded.*

| Serial No. | Description of papers | Proposed periods of preservation | Opinion of the President of District and Municipal Boards |
|---|---|---|---|
| 100 | Taluk Octroi Registers | 10 years | |
| 101 | Taluk Pound Registers. | Do | |
| 102 | Stationery issue and receipt books and indents for supply. | 3 years | |
| 103 | Papers in connection with the improvement of sanitation of Municipal towns. | 10 years | |
| 104 | Papers relating to the fines imposed under Village Sanitation Rules. | 3 years | |
| 105 | Papers relating to remuneration to village servants for the collection of Octroi and mohatarfa taxes. | 5 years | |
| 106 | Papers regarding the lighting contracts and smuggling of Octroi duties. | Do | |
| 107 | Papers regarding the collection of taxes by co-ercive measures. | Do | |
| 108 | Progress and notification registers of Municipal Funds and Local Funds General. | 2 years | |
| 109 | Rahadaries on tobacco and other dutiable articles. | Do | |

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1905-06

GOVERNMENT OF HIS HIGHN
THE MAHARAJA OF MY

LOCAL FUND AND SANITARY
(MUNICIPAL)

PROCEEDINGS

*Dated 2nd April 1906*

No. 10216-25
I. (48-04).

Circulates among the Presidents
the Municipal and District Boards
their opinion, two lists showing
records relating to Municipal and
trict Fund matters to be preserved
those to be destroyed.

GPB—23-5-06—200

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THE CITY MUNICIPAL OFFICE,
MYSORE.

Dated 27/2 March 1907.

From

Y. Kantharaj Urs Esquire. B.A.

PRESIDENT, CITY MUNICIPAL COMMISSION,
MYSORE.

To

K.S. Chendrasekhara Iyer Esquire, B.A.B.L

SECRETARY TO THE GOVT. OF MYSORE,
REV. & GEN. DEPTS.

Sir,

With reference to Government Proceedings No.10216-25/M1 (48-C4)-15 dated 2nd April 1906 circulating for opinion two lists shewing the records relating to Municipal and District Funds to be preserved or destroyed , I have the honor to resubmit the statements and to state that I do not think that any alterations are necessary in the duration of time fixed for the preservation of the records.

I have the honor to be,

sir

your most obedient servant

Y. Kantharaj Urs

For President.

READ—

The following communications from the Presidents of Municipal and District Boards in the State, anent the preservation and destruction of Municipal and Local Fund records in the District and Taluk Offices :—

1. The President of Municipal and District Boards, Kolar District, No. C. 142, dated 25th September 1904.
2. Do do Shimoga District, No. 391—67, dated 9th November 1904.
3. Do do Kadur District, No. 249, dated 18th November 1904.
4. Do do Bangalore District, No. 462, dated 10th December 1904.
5. Do do Chitaldrug District, No. 374, dated 10th January 1905.
6. Do do Mysore District, No. 612, dated 27th January 1905.
7. Do do Hassan District, No. 681—S, dated 13th March 1905.
8. Do do Tumkur District, No. 177, dated 18th August 1905.

No. 10216-25—ML. (48-04)-13, DATED BANGALORE, 2ND APRIL 1906.

ORDER THEREON.—Two lists compiled in this office showing (1) A. Papers to be preserved permanently (2) B. Papers to be destroyed after certain periods of preservation, are forwarded to the Presidents of the Municipal and District Boards with a request that they will record their opinion with reasons as far as possible in the column left blank in the printed lists and submit them to this office at a very early date.

for Secy to Govt., Gen. & Rev. Dept.

To— The Presidents of Municipal and District Boards.
The Presidents of the Municipal Commissions of the Cities of Bangalore and Mysore.

Exd.—C. R.

7-6-06

**A. List of papers to be preserved permanently in the District and Taluk Offices.**

| Serial No. | Description of papers | Opinion of the President of the Municipal and District Boards |
|---|---|---|
| 1 | Register of Proceedings of the Meetings of Taluk, District and Municipal Boards | |
| 2 | Imprest Book ... ... ... | |
| 3 | Circular Orders and Rules of permanent nature ... | |
| 4 | "From" and "To" Registers ... .. ... | |
| 5 | Register of receipts and expenditure ... ... | |
| 6 | Budgets sanctioned by Government and Government Proceedings | |
| 7 | Register of all sanctioned works with estimates, plans and completion bills and reports | |
| 8 | Order Book ... ... ... ... | |
| 9 | Records connected with the allotment or enjoyment of building site | |
| 10 | Orders, reports, petitions and letters with books and file of miscellaneous papers of importance | |
| 11 | Abstracts from general statistical returns received from taluks | |

*Local Fund and Sanitary (Municipal), dated 2nd April 1906.*

A—*continued.*

| Serial No. | Description of papers | Opinion of the President of the Municipal and District Boards |
|---|---|---|
| 12 | Circulars, rules, books and printed papers of importance which are still in force | |
| 13 | Circular orders of permanent interest issued by the Deputy Commissioners and Presidents of the District Fund Boards | |
| 14 | Papers connected with the administration of Famine Code, Epidemic Diseases Regulations, etc. | |
| 15 | Register of orders issued to and reports received from subordinate Taluk Officers | This is the same as item no. 4 |
| 16 | District Fund Cheque books of counterfoils .. ... | "and municipal may be added between the words "District" & "Funds" |
| 17 | Acquittance Roll ... ... ... | |
| 18 | Barawards ... ... ... ... | |
| 19 | Statement of sites reserved for public purpose .. | |
| 20 | Takarar Tahkta relating to Municipal matters ... | |
| 21 | Jamabandi Goshwara of Municipal revenue ... | |
| 22 | Matchalikas obtained from people regarding the enjoyment of vacant sites and buildings | Included in item no: 9 |

*Proceedings of the Government of His Highness the Maharaja of Mysore,*

A—*continued.*

| Serial No. | Description of papers | Opinion of the President of the Municipal and District Boards |
|---|---|---|
| 23 | Register of amounts remaining unexpended in the hands of the Presidents of Taluk Boards and Vice-Presidents of Municipalities | |
| 24 | Imprest and cash balance Register ... ... | Same as above No 2 |
| 25 | Pass book of Plague Branch ... ... ... | |
| 26 | Kanarese and English "From" and "To" Registers ... | |
| 27 | Register of expenditure incurred on special occasions ... | |
| 28 | Barward Books of Vaccination establishment ... | |
| 29 | Register of records to be preserved and of those to be destroyed | |
| 30 | Records connected with disputed cases disposed of ... | |
| 31 | Administration Reports ... ... ... | |
| 32 | Register of Municipal taxes, mohatarfa and their revision from time to time | |
| 33 | Register of ferries and their realisations ... ... | |

*Local Fund and Sanitary (Municipal), dated 2nd April 1906.*

*A—continued.*

| Exhibit No. | Description of papers | Opinion of the President of the Municipal and District Boards |
|---|---|---|
| 34 | Toll-gates and their realisations ... ... | |
| 35 | Register of Government buildings and properties ... | |
| 36 | "C" Registers ... ... ... ... | Same as Item no 7 |
| 37 | Cheque Book margins ... ... ... | Do Item no. 16 |
| 38 | Cash Books ... ... ... ... | |
| 39 | Monthly cash accounts ... ... ... | |
| 40 | Correspondence relating to the introduction of new taxes | |
| 41 | Records of encroachment on public roads, etc., which are the property of District and Municipal Boards ... | |
| 42 | Statement of cheques issued ... ... ... | |
| 43 | Statement, correspondence and proceedings regarding the sale of building sites in towns ... .. | [illegible] |
| 44 | Correspondence relating to the constitution of the Taluk Boards and Municipalities ... .. ... | |

A—*continued.*

| Serial No | Description of papers | Opinion of the President of the Municipal and District Boards |
|---|---|---|
| 45 | Papers relating to the water-supply to towns and villages | |
| 46 | Register of rainfall ... | |
| 47 | Papers in connection with the introduction of fees on carts, etc., coming to weekly markets | |
| 48 | Maps, plans, etc., of Municipalities and all papers relating to the Settlement of Municipal boundaries | |
| 49 | Proclamations of general import ... ... | |
| 50 | Papers connected with the establishment of cattle-pounds | |
| 51 | Papers relating to the establishment of fairs and festivals and opening of dispensaries, schools, musafirkhanas or chattrams | |
| 52 | Counterfoils of cheque books | Same as item no: |
| 53 | Printed copies of annual reports, etc. .. ... | |
| 54 | Accounts of the transfer of occupancies and of changes therein under the decrees of the Civil Court | |
| 55 | Correspondence relating to the changes of names of occupants | |

*Local Fund and Sanitary (Municipal), dated 2nd April 1906.*

**A—*concluded.***

| Serial No. | Description of papers | Opinion of the President of the Municipal and District Boards |
|---|---|---|
| 56 | Reports and Yadis transmitted by village officers to Amildars not forming part of important records | |
| 57 | Records connected with the manners and customs, ceremonies and privileges of procession, etc., in any caste or class of persons | |
| 58 | Records connected with (1) Gokattes, (2) channels and private wells handed over to Government | |
| 59 | District Fund Pass Book .. ... ... | |
| 60 | District Fund Permanent Advance Register ... | Same as Item no. 2 |
| 61 | District Fund D. C. and B. Register ... ... | |
| 62 | District Fund Cash Book ... ... ... | Same as Item no. 38 |
| 63 | Papers connected with (1) remission and (2) imposition of taxes | |

**B.—List of papers which may be retained for specific periods and destroyed at the end of such periods in the District and Taluk Offices.**

| Serial No. | Description of papers | Proposed periods of preservation | Opinion of the President of District and Municipal Boards |
|---|---|---|---|
| 1 | Records relating to Octroi duty abolished on certain articles. | 10 years ... ... | |
| 2 | Records dealing with lands taken up for public purposes. | 12 years .. .. | |
| 3 | List of payments ... ... | 30 years ... ... | [illegible] |
| 4 | Register of collection of bungalow fees. | 10 years .. ... | |
| 5 | Visitors' book kept in musafirkhana. | 12 years ... ... | |
| 6 | Service Registers ... ... | Till death or retirement of the incumbents concerned. | |
| 7 | Progress Reports and statements of District Fund Works. | 5 years ... ... | |
| 8 | Return of labor cases attended by midwives. | 2 years ... .. | |
| 9 | Sale records of unclaimed cattle impounded. | 2 years .. .. | |
| 10 | Notices issued to members to attend meetings of the Boards. | 1 year ... .. | |
| 11 | Annual accounts ... ... | 30 years ... ... | [illegible] |

*Local Fund and Sanitary (Municipal), dated 2nd April 1906.*

B—*continued.*

| Serial No. | Description of papers | Proposed periods of preservation | Opinion of the President of District and Municipal Boards |
|---|---|---|---|
| 12 | Draft budget estimates submitted to Government. | 2 years ... ... | |
| 13 | Register of births and deaths ... | 12 years ... ... | |
| 14 | Circular orders, reports, yadis, etc., of temporary interest. | 2 years ... ... | |
| 15 | List of articles belonging to Government sold by public auction | Do | |
| 16 | Records in connection with claims to impounded cattle. | Do | [illegible] |
| 17 | Receipt Books ... .. | 5 years ... ... | ~~[illegible]~~ |
| 18 | Monthly accounts—office copies ... | Do | |
| 19 | Periodical reports and returns on miscellaneous matters of no important interest submitted to the District Officers by the Amildars and their office copies. | 2 years ... ... | |
| 20 | Measurement books ... ... | 10 years ... .. | ~~[illegible]~~ |
| 21 | Office copies of estimates ... | 2 years ... ... | |
| 22 | Miscellaneous correspondence of no permanent interest submitted to superior authorities. | Do | |

*Proceedings of the Government of His Highness the Maharaja of Mysore,*

B—*continued.*

| Serial No. | Description of papers | Proposed periods of preservation | Opinion of the President of District and Municipal Boards |
|---|---|---|---|
| 23 | Book of receipt and issue of stationery articles. | 5 years ... ... | |
| 24 | Register of dynamite received and expended. | Till amount is finally adjusted. | |
| 25 | Records relating to the election of members for the Taluk, District and Municipal Boards. | 5 years ... ... | |
| 26 | Papers connected with the cattle-pound receipts and remuneration to pound-keepers. | Do | |
| 27 | Papers connected with contingent expenses. | Do | |
| 28 | Papers connected with the grant of leave to officials or with their appointment, promotion, punishment and dismissal. | 30 years or till the official dies or his pension claims are settled after retirement. | |
| 29 | Accounts of printed forms and stationery. | 5 years ... ... | |
| 30 | Papers connected with the preparation of administration reports. | 2 years ... ... | |
| 31 | Quarterly statement of District Fund Works inspected. | 5 years ... ... | |
| 32 | List of sanctions ... ... | 10 years ... ... | Same as above no; in dist "A" |
| 33 | Vital statistics and accounts, mortuary and vaccination received from taluks. | 2 years ... ... | |

*Local Fund and Sanitary (Municipal), dated 2nd April 1906.*

B—*continued.*

| Serial No | Description of papers | Proposed periods of preservation | Opinion of the President of District and Municipal Boards |
|---|---|---|---|
| 34 | Vital statistics and accounts, mortuary and vaccination prepared in district office. | 5 years ... ... | |
| 35 | Records connected with applications for building sites. | Do .. ... | |
| 36 | Records and statements relating to transfers of pattas in respect of houses and sites and also to relinquishment thereof. | 12 years ... ... | |
| 37 | Sale records of house for revenue default. | 12 years ... ... | |
| 38 | Petitions for reduction of mohatarfa tax and papers relating thereto. | 2 years ... ... | |
| 39 | Sale records of amarayi ... | 5 years ... ... | |
| 40 | Papers connected with sale of dead trees, stone, manure, etc. | Do ... ... | |
| 41 | Notice of demand for arrears of revenue. | 2 years .. .. | |
| 42 | Register of applications for building sites. | 5 years ... ... | |
| 43 | Sale records of unserviceable tools and plant. | 2 years ... ... | |
| 44 | Vouchers received from dog and snake-killers for rewards paid to them. | 2 years ... ... | |

*Proceedings of the Government of His Highness the Maharaja of Mysore,*

B—*continued.*

| Serial No. | Description of papers | Proposed periods of preservation | Opinion of the President of Bangalore and Kolar Legal Boards |
|---|---|---|---|
| 45 | Register of penal allowances paid to patels and chaukidars | 10 years — — | |
| 46 | Release sheets of unclaimed revenue | 5 years or until the values are recovered | |
| 47 | Office copies of monthly returns — | 5 years — — | Same as above |
| 48 | Counterfoils of receipts — | Do | |
| 49 | Stock register | Do | |
| 50 | Octroi local petition on all goods — | Do | |
| 51 | Quarterly statements of Municipal works completed | 5 years — — | |
| 52 | D. C and B Accounts received from tahsils | Do | |
| 53 | The hospital or Dispensary office | 5 years — — | |
| 54 | Registers of Meteorological deposits — | Do | |
| 55 | Repayment of deposits — | 5 years — | |

*Local Fund and Sanitary (Municipal), dated 2nd April 1906.*

B—*continued.*

| Serial No. | Description of papers | Proposed periods of preservation | Opinion of the President of District and Municipal Boards |
|---|---|---|---|
| 56 | Annual accounts accompanying Administration Reports compiled in the District office. | 2 years ... ... | ~~Same as Item 55~~ |
| 57 | Do received from taluks ... | Do ... ... | |
| 58 | Register of works ... | 5 years ... ... | Item no. 7 in list "A" |
| 59 | Mohatarfa demand statement received from taluks. | 2 years ... ... | |
| 60 | Papers relating to monthly contingent bills. | Do ... ... | |
| 61 | Papers relating to grant of license for building houses. | 12 years ... ... | |
| 62 | Papers relating to the absence of members from consecutive meetings of the Board. | 1 year ... ... | |
| | *Plague Branch.* | | |
| 63 | Schedule of establishment. | 5 years ... ... | ~~May be kept as forms "A" but as they contain personal information~~ |
| 64 | Acquittance Roll. | Do ... ... | ~~they are concerned and are necessary to be kept~~ |
| 65 | Saraward. | Do ... ... | |
| 66 | Plague cash accounts with all its accompaniments *i. e.*, list of cheques of payments, etc. | 20 years ... ... | |

B—*continued.*

| Serial No. | Description of papers | Proposed periods of preservation | Opinion of the President of District and Municipal Boards |
|---|---|---|---|
| 67 | Daily Plague report register. | 1 year ... ... | |
| 68 | Annual Plague Administration reports. | 10 years ... ... | |
| 69 | Annual accounts received from taluks. | 5 years ... ... | |
| 70 | Do prepared in the District office. | Do ... ... | |
| 71 | Weekly Plague report. ... | 1 year ... ... | |
| 72 | Circulars orders of no permanent interest. | 2 years ... ... | |
| 73 | Miscellaneous correspondence of no important interest from superior authorities to subordinate officers. | Do ... ... | |
| 74 | Records relating to the sale of lands. | 12 years ... ... | |
| 75 | Pay bills of the establishments of the Municipal and District Fund Branches. | 30 years ... ... | |
| 76 | Schedules of the above establishments. | Do ... ... | |
| 77 | Records relating to the recovery of mohatarfa in Unions. | Till the amount is recovered ... ... | |

*Local Fund and Sanitary (Municipal) dated 2nd April 1906.*

B.—*continued*

| Serial No. | Description of papers | Proposed periods of preservation | Opinion of the President of District and Municipal Boards |
|---|---|---|---|
| 78 | All papers of miscellaneous and unimportant nature. | 2 years ... ... | |
| 79 | Records relating to the sale of toll-gates. | 3 years ... ... | |
| 80 | License darkhasts for removal of earth, kankar, stone etc., within the Municipal limits. | 5 years ... ... | |
| 81 | Papers relating to the misconduct of Municipal and Local Fund servants. | To be preserved until the servants concerned have been retired or have died ... | |
| 82 | Sundry papers for preparing monthly accounts. | 1 year ... | |
| 83 | Diaries of Local Fund subordinates, such as Work Inspectors. | 2 years ... .. | |
| 84 | Deeds, agreements, security bonds taken from contractors and others | To be destroyed after the conditions are fulfilled | |
| 85 | Correspondence relating to suits against District Fund and Municipal offices. | 30 years ... ... | |
| 86 | Local Fund challan Form No. 1 received from taluks. | 5 years ... ... | |
| 87 | Papers connected with the sale of smuggled articles | Do .. ... | |
| 88 | Statement of charges incurred on account of repairs to and construction of tanks, wells, etc., in the Revenue Department. | Do .. ... | |

B—*continued.*

| Serial No. | Description of papers | Proposed periods of preservation | Opinion of the President of District and Municipal Boards |
|---|---|---|---|
| 89 | Periodical returns and unanswered references. | 2 years ... ... | |
| 90 | Office copies of periodicals submitted to Sanitary Commissioner and other officers. | Do ... ... | |
| 91 | Taluk miscellaneous orders | Do ... ... | |
| 92 | Remission statements ... | 12 years .. ... | |
| 93 | Papers relating to instructions for removing thorns from prickly-pear. | 10 years ... ... | |
| 94 | Correspondence connected with loans for water-supply and other public improvements. | 10 years after the loans are adjusted ... | |
| 95 | Miscellaneous petitions disposed of at the time of jamabandi. | 2 years ... ... | |
| 96 | Sundry periodical accounts of minor importance. | 1 year ... ... | |
| 97 | Statement of houses classified. | 10 years ... ... | |
| 98 | Work files with estimates of Municipal and District Funds and Local Funds General. | Do ... ... | |
| 99 | Taluk monthly Imprest Registers. | 12 years ... | |

*Local Fund and Sanitary (Municipal), dated 2nd April 1906.*

B—*concluded.*

| Serial No. | Description of papers | Proposed periods of preservation | Opinion of the President of District and Municipal Boards |
|---|---|---|---|
| 100 | Taluk Octroi Registers ... | 10 years ... ... | |
| 101 | Taluk Pound Registers. | Do ... ... | |
| 102 | Stationery issue and receipt books and indents for supply. | 3 years ... ... | |
| 103 | Papers in connection with the improvement of sanitation of Municipal towns. | 10 years ... ... | |
| 104 | Papers relating to the fines imposed under Village Sanitation Rules. | 3 years ... ... | |
| 105 | Papers relating to remuneration to village servants for the collection of Octroi and mohatarfa taxes. | 5 years ... ... | |
| 106 | Papers regarding the lighting contracts and smuggling of Octroi duties. | Do ... ... | |
| 107 | Papers regarding the collection of taxes by co-ercive measures. | Do ... ... | |
| 108 | Progress and notification registers of Municipal Funds and Local Funds General. | 2 years ... ... | |
| 109 | Rebadaries on tobacco and other dutiable articles. | Do .. ... | |

G. Hanumantaiah
V.P.

1905-06

GOVERNMENT OF HIS HIGH
THE MAHARAJA OF MY

LOCAL FUND AND SANITARY
(MUNICIPAL)

PROCEEDINGS

*Dated 2nd April 1906*

No. 10216-25
Ml. (48-04)-

Circulates among the Presidents of the Municipal and District Boards for their opinion, two lists showing the records relating to Municipal and District Fund matters to be preserved and those to be destroyed.

GPB—23-5-06—200

W & B

190

From

The President of ~~District~~ & Municipal Board Kolar

To

The Secretary to the Govt of the Chief Commissioner of Mysore Govt & Rev Dept.

Dated

Despatched

Received 23. 3. 08.

General No. 1403.

No.

Enclosure No. one

Submit opinion in the matter of records relating to Municipal and ~~District~~ funds to be preserved and those to be destroyed.

07/29

Office of the President of District and Municipal Boards Kolar

Dated Kolar 23rd March 1928

Ml 48-04
8 23

From

H. Srinivasa Rao Esq
Senior Assistant Commissioner
in Charge of the Kolar DB

To.

C. S. Balasundaram Esq Bar Esq BA
Offg Secretary to the Govt of H. H. the
Maharaja of Mysore Govt & Rev Deptt

Sir

Adverting to Govt Proceedings No
10 216-26 dated 2nd April 1906, circulating
Ml 48-04-13
for opinion two lists showing records relating
to Municipal and District Fund matters to
be preserved and those to be destroyed, I have
the honour to submit herewith my opinion duly recorded
against each description of subjects

I have the honour to be
Sir
Your most obedient servant

H. Srinivasa Rao
Pr President

READ—

The following communications from the Presidents of Municipal and District Boards in the State, anent the preservation and destruction of Municipal and Local Fund records in the District and Taluk Offices :—

| | | | |
|---|---|---|---|
| 1. | The President of | Municipal and District Boards, | Kolar District, No. C. 142, dated 25th September 1904. |
| 2. | Do | do | Shimoga District, No. 391—67, dated 9th November 1904. |
| 3. | Do | do | Kadur District, No. 249, dated 18th November 1904 |
| 4. | Do | do | Bangalore District, No. 462, dated 10th December 1904. |
| 5. | Do | do | Chitaldrug District, No. 374, dated 10th January 1905. |
| 6. | Do | do | Mysore District, No. 612, dated 27th January 1905. |
| 7. | Do | do | Hassan District, No. 681—S, dated 13th March 1905. |
| 8. | Do | do | Tumkur District, No. 177, dated 18th August 1905. |

No. 10216-25—Mi. (48-04)-13, DATED BANGALORE, 2ND APRIL 1906.

ORDER THEREON.—Two lists compiled in this office showing (1) A. Papers to be preserved permanently (2) B. Papers to be destroyed after certain periods of preservation, are forwarded to the Presidents of the Municipal and District Boards with a request that they will record their opinion with reasons as far as possible in the column left blank in the printed lists and submit them to this office at a very early date.

B. K. VENKATA VARADA IYENGAR,
*Secy. to Govt., Gen. & Rev. Dept.*

To—The Presidents of Municipal and District Boards.
The Presidents of the Municipal Commissions of the Cities of Bangalore and Mysore.

Ext.—C. R.

*Proceedings of the Government of His Highness the Maharaja of Mysore,*

A. List of papers to be preserved permanently in the District and Taluk Offices

| Serial No. | Description of papers | Opinion of the President of the Municipal and District Boards |
|---|---|---|
| ✓ 1 | Register of Proceedings of the Meetings of Taluk, District and Municipal Boards | Yes |
| 2 | Imprest Book ... ... ... | 30 years |
| ✓ 3 | Circular Orders and Rules of permanent nature ... | Same as 12 – this is unnecessary and 12 may be retained |
| ✓ 4 | "From" and "To" Registers ... .. ... | This may be omitted being the same as 2b |
| 5 | Register of receipts and expenditure ... ... | Yes |
| 6 | Budgets sanctioned by Government and Government Proceedings | Yes |
| ✓ 7 | Register of all sanctioned works with estimates, plans and completion bills and reports | Yes |
| 8 | Order Book ... ... ... ... | Yes |
| 9 | Records connected with the allotment or enjoyment of building site | Yes |
| ✓ 10 | Orders, reports, petitions and letters with books and file of miscellaneous papers of importance | Yes |
| 11 | Abstracts from general statistical returns received from taluks | No |

*Local Fund and Sanitary (Municipal), dated 2nd April 1906.*

A—*continued.*

| Serial No. | Description of papers | Opinion of the President of the Municipal and District Boards |
|---|---|---|
| ✓ 12 | Circulars, rules, books and printed papers of importance which are still in force | yes |
| 13 | Circular orders of permanent interest issued by the Deputy Commissioners and Presidents of the District Fund Boards | yes |
| 14 | Papers connected with the administration of Famine Code, Epidemic Diseases Regulations, etc. | yes |
| ✗ 15 | Register of orders issued to and reports received from subordinate Taluk Officer— | No such register is maintained, "To" and "from" Registers serving this purpose |
| 16 | District Fund Cheque books of counterfoils .. ... | yes |
| 17 | Acquittance Roll ... ... ... | yes |
| 18 | Barawards ... ... ... ... | yes |
| 19 | Statement of sites reserved for public purpose .. | yes. |
| 20 | Takarar Takhta relating to Municipal matters ... | vide 30 |
| 21 | Jamabandi Goshwara of Municipal revenue ... | yes being the same as in land revenue village Goshwara |
| 22 | Mutchalikas obtained from people regarding the enjoyment of vacant sites and buildings | yes |

*Proceedings of the Government of His Highness the Maharaja of Mysore,*

A—*continued.*

| Serial No. | Description of papers | Opinion of the President of the Municipal and District Boards |
|---|---|---|
| 23 | Register of amounts remaining unexpended in the hands of the Presidents of Taluk Boards and Vice-Presidents of Municipalities | This is of the nature of cash books so may be destroyed after 30 years |
| 24 | (Imprest and) cash balance Register ... ... | Bracketted portion may be omitted being covered by item 2. - Vide Q. & 36 |
| 25 | Pass book of Plague Branch ... ... ... | Yes |
| 4 26 | Kannarese and English "From" and "To" Registers ... | Yes |
| 5 27 | Register of expenditure incurred on special occasions ... | This may be omitted being included in 5 |
| 28 | Barward Books of Vaccination establishment ... | Yes |
| 29 | Register of records to be preserved and of those to be destroyed | Yes |
| 30 | Records connected with disputed cases disposed of ... | Yes |
| ✓31 | Administration Reports ... ... ... | Yes |
| 32 | Register of Municipal taxes, mohtarfa and their revision from time to time | Yes |
| 33 | Register of ferries and their realisations ... ... | Yes |

*Local Fund and Sanitary (Municipal), dated 2nd April 1906.*

A—*continued.*

| Serial No. | Description of papers | Opinion of the President of the Municipal and District Boards |
|---|---|---|
| 34 | Toll-gates and their realisations ... ... | Yes |
| 35 | Register of Government buildings and properties ... | Yes |
| 36 | "C" Registers .... ... ... ... | Yes |
| 37 | Cheque Book margins ... ... ... | Same as 16 & 5-2. |
| 38 | Cash Books ... ... ... ... | Same as 2 4. 30 years will do |
| 39 | Monthly cash accounts ... ... ... | 30 years will do |
| 40 | Correspondence relating to the introduction of new taxes | Yes |
| 41 | Records of encroachment on public roads, etc., which are the property of District and Municipal Boards ... | Yes |
| 42 | Statement of cheques issued ... ... ... | 30 years enough |
| 43 | Statement, correspondence and proceedings regarding the sale of building sites in towns ... ... | Yes |
| 44 | Correspondence relating to the constitution of the Taluk Boards and Municipalities ... ... ... | Yes |

*Proceedings of the Government of His Highness the Maharaja of Mysore,*

A—*continued.*

| Serial No. | Description of papers | Opinion of the President of the Municipal and District Boards |
|---|---|---|
| 45 | Papers relating to the water-supply to towns and villages | Yes |
| 46 | Register of rainfall ... ... .. ... | Belongs to Revenue Department |
| 47 | Papers in connection with the introduction of fees on carts, etc., coming to weekly markets | Yes |
| 48 | Maps, plans, etc., of Municipalities and all papers relating to the Settlement of Municipal boundaries | Yes |
| 49 | Proclamations of general import ... ... | Yes |
| 50 | Papers connected with the establishment of cattle-pounds | Yes |
| 51 | Papers relating to the establishment of fairs and festivals and opening of dispensaries, schools, musafirkhanas or chattrams | Yes |
| 52 | Counterfoils of cheque books ... ... ... | Includes in 1 to 37. This may therefore be omitted |
| 53 | Printed copies of annual reports, etc. .. ... | This may be omitted for the same as item 31 |
| 54 | Accounts of the transfer of occupancies and of changes therein under the decrees of the Civil Court | Yes |
| 55 | Correspondence relating to the changes of names of occupants | 12 years enough. |

*Local Fund and Sanitary (Municipal), dated 2nd April 1906.*

A—*concluded.*

| Serial No | Description of papers | Opinion of the President of the Municipal and District Boards |
|---|---|---|
| 56 2 | Reports and Tadis transmitted by village officers to Amildars not forming part of important records | 5 years will do as same being no necessity for preserving this permanently |
| 57 Res | Records connected with the manners and customs, ceremonies and privileges of procession, etc., in any caste or class of persons | Come under Revenue — |
| 58 | Records connected with Gokattes, channels and private wells handed over to Government | Yes |
| 59 | District Fund Pass Book | Yes |
| 60 2 & 24 | District Fund Permanent Advance Register ... | Same as 2 & 24 |
| 61 12 | District Fund D. C. and B. Register ... ... | 12 years will do, being the same as 5-3 (B), |
| 62 2 & 8 | District Fund Cash Book ... ... ... | This may be omitted being same as 2 & 24 |
| 63 | Papers connected with remission and imposition of taxes | Yes |

Mitheiwalla

for President

*Proceedings of the Government of His Highness the Maharaja of Mysore,*

**B.—List of papers which may be retained for specific periods and destroyed at the end of such periods in the District and Taluk Offices.**

| Serial No. | Description of papers | Proposed periods of preservation | Opinion of the President of District and Municipal Boards |
|---|---|---|---|
| 1 | Records relating to Octroi duty abolished on certain articles. | 10 years ... ... | |
| 2 | Records dealing with lands taken up for public purposes. | 12 years .. .. | May be preserved permanently (See 19 B) |
| 3 | List of payments ... ... | 30 years ... ... | 12 years enough |
| 4 | Register of collection of bungalow fees. | 10 years .. ... | 5 years would do |
| 5 | Visitors' book kept in munsifkhana | 12 years ... ... | 5 years enough |
| 6 | Service Registers ... ... | Till death or retirement of the incumbents concerned. | Yes |
| 7 | Progress Reports and statements of District Fund Works. | 5 years ... ... | Yes |
| 8 | Return of labor cases attended by midwives. | 2 years ... .. | Yes |
| 9 | Sale records of unclaimed cattle impounded. | 2 years .. .. | 5 years necessary |
| 10 | Notices issued to members to attend meetings of the Boards. | 1 year ... .. | Yes |
| 11 | Annual accounts ... ... | 30 years ... ... | Yes |

*Local Fund and Sanitary (Municipal), dated 2nd April 1906.*

B—*continued.*

| Serial No. | Description of papers | Proposed periods of preservation | Opinion of the President of District and Municipal Boards |
|---|---|---|---|
| 12 | Draft budget estimates submitted to Government. | 2 years ... ... | yes |
| 13 | Register of births and deaths ... | 12 years ... ... | This may be permanently preserved or at least for 30 years |
| 14 | Circular orders, reports, yadis, etc., of temporary interest. | 2 years ... ... | yes |
| 15 | List of articles belonging to Government sold by public auction | Do | yes |
| 16 | Records in connection with claims to impounded cattle. | Do | 3 years after claims are settled. |
| 17 | Receipt Books ... .. | 5 years ... ... | yes |
| 18 | Monthly accounts—office copies ... | Do | yes |
| 19 | Periodical reports and returns on miscellaneous matters of no important interest submitted to the District Officers by the Amildars and their office copies. | 2 years .. .. | yes |
| 20 | Measurement books ... ... | 10 years .. .. | yes |
| 21 5 years | Office copies of estimates ... | 2 years .. .. | may be retained for 5 years for preparing duplicates if originals are lost |
| 22 | Miscellaneous correspondence of no permanent interest submitted to superior authorities. | Do | yes |

B—*continued.*

| Serial No. | Description of papers | Proposed periods of preservation | Opinion of the President of District and Municipal Boards |
|---|---|---|---|
| 23 | Book of receipt and issue of stationery articles. | 5 years ... ... | 2 years would suffice |
| 24 | Register of dynamite received and expended. | Till account is finally adjusted. | Do |
| 25 | Records relating to the election of members for the Taluk, District and Municipal Boards. | 5 years ... ... | 10 years necessary for facilitating references |
| 26 | Papers connected with the cattle-pound receipts and remuneration to pound-keepers. | Do | Do |
| 27 | Papers connected with contingent expenses. | Do | Do |
| 28 | Papers connected with the grant of leave to officials or with their appointment, promotion, punishment and dismissal. | 30 years or till the official dies or his pension claims are settled after retirement. | Do |
| 29 | Accounts of printed forms and stationery. | 5 years ... ... | 2 years enough |
| 30 | Papers connected with the preparation of administration reports. | 2 years ... ... | Do |
| 31 | Quarterly statement of District Fund Works inspected. | 5 years ... ... | Do |
| 32 | List of sanctions ... ... | 10 years ... ... | Do |
| 33 | Vital statistics and accounts, mortuary and vaccination received from taluks. | 2 years ... ... | Do |

*Local Fund and Sanitary (Municipal), dated 2nd April 1906.*

B—*continued.*

| Serial No. | Description of papers | Proposed periods of preservation | Opinion of the President of District and Municipal Boards |
|---|---|---|---|
| 34 | Vital statistics and accounts, mortuary and vaccination prepared in district office. | 5 years ... ... | Yes |
| 35 | Records connected with applications for building sites. | Do ... ... | Yes (Please see 42 B) |
| 36 | Records and statements relating to transfers of pattas in respect of houses and sites and also to relinquishment thereof. | 12 years ... ... | Yes |
| 37 | Sale records of house for revenue default. | 12 years ... ... | Yes |
| 38 | Petitions for reduction of mohatarfa tax and papers relating thereto. | 2 years ... ... | Yes |
| 39 | Sale records of amarayi ... | 5 years ... ... | Yes |
| 40 | Papers connected with sale of dead trees, stone, manure, etc. | Do ... ... | Yes |
| 41 | Notice of demand for arrears of revenue. | 2 years ... ... | Yes |
| 42 | Register of applications for building sites. | 5 years ... ... | Included in 35 |
| 43 | Sale records of unserviceable tools and plant. | 2 years ... ... | 5 years seems necessary |
| 44 | Vouchers received from dog and snake-killers for rewards paid for them. | 2 years ... ... | Yes |

*Proceedings of the Government of His Highness the Maharaja of Mysore,*

B—*continued.*

| Serial No. | Description of papers | Proposed periods of preservation | Opinion of the President of District and Municipal Boards |
|---|---|---|---|
| 45 | Register of poigi allowances paid to patels and shanbhags | 30 years ... ... | Yes |
| 46 | Balance sheets of mahalaris revenue. | 5 years or until the arrears are recovered. | Yes |
| 47 | Office copies of monthly returns ... | 5 years | Yes |
| 48 | Counterfoils of receipts ... | Do | Yes |
| 49 | Stock register ... ... | Do | Yes |
| 50 | Octroi hasal pattis on all goods... | Do | Yes |
| 51 | Quarterly statements of Municipal works inspected. | 2 years ... | Yes |
| 52 | D, C and B Accounts received from talukas. | Do | Yes |
| 53 | Do compiled in District office. | 5 years ... | 12 years wanted |
| 54 | Register of Municipal deposits ... | Do | 12 years necessary |
| 55 | Repayment of deposits ... | 2 years ... ... | 12 years necessary |

*Local Fund and Sanitary (Municipal), dated 2nd April 1906.*

B—*continued.*

| Serial No. | Description of papers | Proposed periods of preservation | Opinion of the President of District and Municipal Boards |
|---|---|---|---|
| 56 | Annual accounts accompanying Administration Reports compiled in the District office. | 2 years ... ... | Yes |
| 57 | Do received from taluks ... | Do ... ... | Yes |
| 58 | Register of works ... | 5 years ... ... | 12 years necessary, being an important Register |
| 59 | Mohatarfa demand statement received from taluks. | 2 years ... ... | Yes |
| 60 | Papers relating to monthly contingent bills. | Do ... ... | Same as 27 |
| 61 | Papers relating to grant of license for building houses. | 12 years ... ... | Yes |
| 62 | Papers relating to the absence of members from consecutive meetings of the Board. | 1 year ... ... | 5 years necessary being required for reference at the time of fresh elections |
| | *Plague Branch.* | | |
| 63 | Schedule of establishment. | 5 years ... ... | Yes |
| 64 | Acquittance Roll. | Do ... ... | Yes |
| 65 | Barawand. | Do ... ... | Yes |
| 66 | Plague cash accounts with all its accompaniments *i. e.*, list of cheques of payments, etc. | 20 years ... ... | Yes |

*Proceedings of the Government of His Highness the Maharaja of Mysore,*

B—*continued.*

| Serial No. | Description of papers | Proposed periods of preservation | Opinion of the President of District and Municipal Boards |
|---|---|---|---|
| 67 | Daily Plague report register. | 1 year ... ... | 2 years necessary |
| 68 | Annual Plague Administration reports. | 10 years ... ... | Yes |
| 69 | Annual accounts received from taluks. | 5 years ... | Yes |
| 70 | Do prepared in the District office. | Do ... | Yes |
| 71 | Weekly Plague report. ... | 1 year ... | Yes |
| 72 | Circulars orders of no permanent interest. | 2 years ... | Yes |
| 73 | Miscellaneous correspondence of no important interest from superior authorities to subordinate officers. | Do ... | Same as 14 |
| 74 | Records relating to the sale of lands. | 12 years ... | Yes |
| 75 | Pay bills of the establishments of the Municipal and District Fund Branches. | 20 years ... ... | Yes |
| 76 | Schedules of the above establishments. | Do ... ... | Yes |
| | Records relating to the recovery of mohatarfa in Unions. | Till the amount is recovered ... ... | Yes |

*Local Fund and Sanitary (Municipal), dated 2nd April 1906.*

B—*continued*

| Serial No. | Description of papers | Proposed periods of preservation | Opinion of the President of District and Municipal Boards |
|---|---|---|---|
| 78 | All papers of miscellaneous and unimportant nature. | 2 years ... ... | Yes |
| 79 | Records relating to the sale of toll-gates. | 3 years ... ... | Yes |
| 80 | License darkhasts for removal of earth, kankar, stone etc., within the Municipal limits. | 5 years ... ... | Yes |
| 81 | Papers relating to the misconduct of Municipal and Local Fund servants. | To be preserved until the servants concerned have been retired or have died ... | Yes |
| 82 | Sundry papers for preparing monthly accounts. | 1 year ... .. | Yes |
| 83 | Diaries of Local Fund subordinates, such as Work Inspectors. | 2 years ... .. | Yes |
| 84 | Deeds, agreements, security bonds taken from contractors and others | To be destroyed after the conditions are fulfilled | May be preserved for 2 years after disposal |
| 85 | Correspondence relating to suits against District Fund and Municipal offices. | 30 years ... ... | Yes |
| 86 | Local Fund challan Form No. 1 received from taluks. | 5 years ... ... | Yes |
| 87 | Papers connected with the sale of smuggled articles. | Do .. ... | Yes |
| 88 | Statement of charges incurred on account of repairs to and construction of tanks, wells, etc., in the Revenue Department. | Do .. ... | Being important, may be permanently preserved. |

*Proceedings of the Government of His Highness the Maharaja of Mysore,*

B—*continued.*

| Serial No. | Description of papers | Proposed periods of preservation | Opinion of the President of District and Municipal Boards |
|---|---|---|---|
| 89 | Periodical returns and unanswered references. | 2 years ... ... | Yes |
| 90 | Office copies of periodicals submitted to Sanitary Commissioner and other officers. | Do ... ... | Yes |
| 91 | Taluk miscellaneous orders ... | Do ... ... | Yes |
| 92 | Remission statements ... | 12 years .. ... | Yes |
| 93 | Papers relating to instructions for removing thorns from prickly-pear. | 10 years ... ... | Yes |
| 94 | Correspondence connected with loans for water-supply and other public improvements. | 10 years after the loans are adjusted ... | Yes |
| 95 | Miscellaneous petitions disposed of at the time of jamabandi. | 2 years ... ... | Yes |
| 96 | Sundry periodical accounts of minor importance. | 1 year ... ... | Yes |
| 97 | Statement of houses classified. | 10 years ... .. | To be retained for 5 years after the next classification |
| 98 | Work files with estimates of Municipal and District Funds and Local Funds General. | Do ... ... | Yes |
| 99 | Taluk monthly Imprest Registers. | 12 years ... ... | Yes or better still for 30 years |

*Local Fund and Sanitary (Municipal), dated 2nd April 1906.*

B—*concluded.*

| Serial No. | Description of papers | Proposed periods of preservation | Opinion of the President of District and Municipal Boards |
|---|---|---|---|
| 100 | Taluk Octroi Registers ... | 10 years ... ... | Yes |
| 101 | Taluk Pound Registers. ... | Do ... ... | Yes |
| 102 | Stationery issue and receipt books and indents for supply. | 3 years ... ... | May be omitted, being included in item 23B. |
| 103 | Papers in connection with the improvement of sanitation of Municipal towns. | 10 years ... ... | Yes |
| 104 | Papers relating to the fines imposed under Village Sanitation Rules | 12 ... | Yes |
| 105 | Papers relating to remuneration to village servants for the collection of Octroi and mohatarfa taxes. | .. ... | Yes |
| 106 | Papers regarding the lighting contracts and smuggling of Octroi duties. | Do ... | Yes |
| 107 | Papers regarding the collection of taxes by co-ercive measures. | Do ... ... | Yes and until the amount is either collected or remitted. |
| 108 | Progress and notification registers of Municipal Funds and Local Funds General. | 2 years ... ... | Yes and till the work is completed. |
| 109 | Rahadaries on tobacco and other dutiable articles. | Do .. .. | Yes |

[illegible]

President

Fno 918

Fo no 1414-6.

7-6-06.

1-14-6
2-2-0
4-15-0
0-14-0
4-7-6
4-2-0
0-7-6
7-12-0
1-14-6
8-10-0
1-5-6

3

1st 1-3-07 28-2-6

2nd 4-6-07 3-4-6

1905-06

GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE

LOCAL FUND AND SANITARY
(MUNICIPAL)

PROCEEDINGS

*Dated 2nd April 1906*

No. 10216-25
MI. (48-04)-18

Circulates among the Presidents of the Municipal and District Boards for their opinion, two lists showing the records relating to Municipal and District Fund matters to be preserved and those to be destroyed.

GPD—22-5-06—200

G.R.S. 27]

**GENERAL AND REVENUE SECRETARIAT.**

*(Continuation Sheet draft form.)*

1129

12883 27/11/1908

M. 1524-24

91

To,

A. Rangaswamengar Esq
B.A. B.L.
Red. Com. in Mysore

Sir,

I am directed to forward herewith a copy of G.O. No. 1026-25 dated the 28 April 1908 amend the preservation and destruction of Municipal and Local Fund records in the Distt. and Taluk offices, and to request that the opinion of the Inspector for the Sorting of Records may be obtained about the two bills appended hereto and submit the same to Govt. for the orders of Govt.

I have the

4/6/1908
for Secy

2/6/10

Noted in
4/6

To
The Revenue Commr
in Mysore

Sir, 12885 / ME 48-04-14. 92

I am directed to forward herewith a copy of G O No 10216-25 dated the 2nd April 1906 ME 48-04-13 amend- the preservation and destruction of municipal and local fund records in the District and to request you to favour Govt- with your opinion about the two lists appended thereto.

sent with a written by the Secretary on 8.7.08.

~~Kindly. This letter may be kindly substituted for the one already addressed to you in the matter and the lists returned~~

I hope you

8/7

Rev. Comr.
Form 12.

1190

From

*Rajakarya Pravina,*
A. RANGASWAMI IYENGAR Esq., B.A., B.L.,
*Revenue Commissioner*
*in Mysore.*

To

*The Secretary to the Government of*
*H. H. the Maharaja of Mysore,*
*General & Revenue Departments*

Dated 25th March 1909
Despatched 12 April
Received
No. 10603,

Enclosure No. 1

Withreference to his letter of 12th June 1908 re lists showing records relating to Municipal and District Fund matters sent for opinion, forwards Memo by the Inspector of Sorting of Records with Revenue Commissioner's remarks.

Cauvery Press, Bangalore.—2000-3-09

7248.

No. 10403

93

OFFICE OF THE REV. COMR. IN MYSORE,

Bangalore, Dated the 25th March 1909

12 April

FROM

*Rajaharya Praviṇa,*
A RANGASWAMI IYENGAR, ESQ., B. A., B. L.,
*Revenue Commissioner in Mysore.*

To

*The Secretary to the Government of*
*His Highness the Maharaja of Mysore,*
*General & Revenue Departments.*

SIR,

ml 48-04
Sl-25

With reference to your letter No.12885/ml.48-04-24 dated 12th June 1908 forwarding for opinion two lists showing Records relating to Municipal and District Fund matters to be preserved and destroyed, I have the honor to forward herewith a Memo prepared by Mr.Ananda Rao Sirsi, Inspector of Sorting of Records with my remarks on certain subjects noted in the margin. The rest have my general concurrence.

I have the honor to be,

Sir,

Your most obedient servant,

For Revenue Commissioner.

M.A.N.

74

E.M.O.

With respect to the points upon which my opinion is called for among the preservation and destruction of Municipal and Local Fund records in District and Taluk offices I beg to submit as follows:-

1. Records included under A list are all of permanent interest and as such in my opinion deserve to be preserved permanently. Some articles pointed out below seem to be redundant as included in others and may be omitted.

(a) Article 2. Imprest book 26. Imprest and Cash balance Register.

The two articles seem to be almost identical and even if there be any difference it is so slight as not to be easily understood by Record Keepers so as to make a distinction between them. I would suggest the two being combined into one viz, (3) Imprest book and cash balance Register.

Better to keep the separate nomenclature as they are two different items of records. But the period fixed for both may be the same.

(b) -3 Circular Orders and Rules of permanent nature.

3. may be omitted.

12. Circulars, rules and printed papers of importance which are still in force.

13. Circular orders of permanent in-
-----terest issued by the Deputy Commissioners and Presidents of District Boards

12 and 13 may be retained as they are, since their relative force is different.

Article 3 is included in 12 and 13 as the two latter refer to all circulars and rules of permanent interest and

importance

importance issued by the Deputy Commissioners Presidents of District Boards and other authorities It may be said in defence of article 3 that it includes circulars and rules not in force whereas 12 is applicable only in cases of those in force. This is too technical a difference and it may be doubted whether a circular not in force can be said to be of permanent nature. (c) 7 Registers of all sanctioned works with estimates, plans and completion bills and reports.

36. C. Registers:- I learn that C. Register is nothing more than Register of completion bills.

Article 36 may be omitted.

(d) 16. District Fund Cheque books of counterfoils.

25. Pass book Plague Branch.

37. Cheque book margins

All these are counterfoils of cheques issued, 16 of District Fund, 25 of plague, 37 of Local Fund. As all three are of the same nature and come under one general head Lecan Fund, the three articles may be combined into one as:- Cheque book of counterfoils and plague pass book.

(e) 17 Acquittance Roll.

18 Barawards.

In all offices two papers are not generally maintained. Signatures of the payees are obtained in the office copy

oth are required and
y be retained. 36
ill be a check on 7.

harm in this detail
sep

It is better to keep in order to meet differences of procedure.

copy of the barawards which serve the purpose of the acquittance roll. It i desirable I think to combine the two into Barawards and Acquittance Rolls.

(f) 20 Takrar Taktha relating to Municipal matters.

30. Records connected with disputed cases disposed of

Evidently articles 30 refers to records relating to disputed cases di posed of under Takrar Taktha relating to municipal matters

The two articles are exactly aft the two articles in Revenue Record Sorting Rules articles 46 and 5 A

Better keep both to avoid ambiguity but only bring them in consecutive numbers and subject them to same rules and conditions

In most cases the cases disposed of under Takrar Taktha will be found the Takrar Taktha itself or in papers annexed to it. As separation gives ri to much confusion it is desirable to keep the disputed cases disposed of enclosures to Takrar Taktha. So the articles 20 and 30 may be combined worded as "Takrar Taktha relating municipal matters and cases disposed thereunder"

(g) 35. Register of Government and properties

The term. Government the owner through the Local Fund Board.

The above register will be place in the Local Fund Branch stand the article to mean pro possession of District and Boards. If so for the word

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"Government" "Local Boards" may be stituted.

This correspondence is not likely to be important as Government will have full records and minutes of proceedings of the Local Fund Board will be sufficient.

Is it not better to transfer to B?

(h) 40. Correspondence relating to introduction of new taxes.

While the correspondence relati to the introduction of new taxes is a permanent record, the one relating the abolition of Octroi duties is bre under B list. As the latter correspond is as important as the former, I would propose that the article may be made to include also records connected with the abolition of taxes and duties and the article 1 under B omitted.

Yes. Moreover permanent record is to be had in the Gazette printed. So better to transfer to B.

(i) 46. Register of Rainfall.

The above is included in Revenue Records A list article 34. As the same Register cannot be preserved in two Departments the above article is to be omitted from the one or the other list.

May go under B.

(j) 54. Accounts of transfer of occupan -cies and of ~~changes~~ changes therein under the decrees of the Civil Court.

The article evidently applies to all involuntary transfers of titles under the declaratory decree and purchases in Civil Court sales. So as to include cases falling under the latter head the word "order" may be added afte "the decrees" so as to read "under ~~the~~ the decrees and orders of the Civil Court".

This ~~will~~ would fall under (k) or (f) if it be the Takrar Taktha and correspondence.

(k) 55. Correspondence relating

the changes of names of occupants.

This may be retained as it is and will include all voluntary transfers and those by succession and also by order of Courts &c

(l) 57- Records connected with the manners and customs, ceremonies and privileges of procession &c. in any caste or class of persons.

Keep.

Provision is made (vide article 29 in Revenue Record A list for papers of the above description. I think it may be better omitted in the list of Municipal and Local Fund Records as its relevancy under that head is doubtful.

(m) 62- District Fund Cash book.

There is another article 38 which refers to only to Cash Books.

For the sake of convenience it is convenient to bring together under one subject all "Cash Books" of the District and Municipal Funds In place of two articles 38 and 62 one may be retained "Cash Books" and the other omitted.

nt even then there must
a sub-division- ;better
have them distinct.

(n) 10 - Orders , reports, petitions and letters with books and file of miscellaneous papers of importance.

his is too general and
gue. This should be
vised thus:-
pers (including petitions)
ot falling under any of the
ther heads which the Head
f the Department orders to
permanently preserved.

The above is a general clause to include all papers of impo rtance for which no specific provision is made. It is advisable to have this as the last article to the A list.

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(3) The above relate to omissions and modifications to be made in the A list. I think that the records enumerated below may be added to the A list as they are of importance and often required for reference.

Permanent preservation is not necessary of all records There should however be a Register with proper headings to show the description and extent of lands acquired, price paid, the reasons for acquisition and disposal of lands so acquired &c. The incidental record need not be preserved for more than 20 or 30 years.

(a) No provision is made for the permanent preservation of records connected with lands acquired under the Land Acquisition Act or otherwise for Local Board purposes. Records dealing with lands taken up for public purposes are brought under B. list vide article 2 and allowed a period of 12 years. This period is very insufficient and such records are preserved both in Bombay and Madras permanently.

Papers connected with the acquisition of lands may be added to the A list.

They will come under correspondence. See also n(10) page 5.

(b) Instances are not wanting where Local Boards have raised loans. No provision is made for the permanent preservation of papers connected with them

Provision is made in Bombay for the permanent preservation of such papers. I would suggest that B. 94 may be added to A list and preserved permanently.

Correspondence connected with loans for water supply and other public improvements.

(3) <u>B Papers.</u>

1 and 2. As these articles are propose to be brought under A list they may be

be omitted from B.

13. Register of births and deaths

These under Government Proceedings No.R.4881-920 mis 441-04-02 dated 3rd December 1904 are required to be preserved for 16 years to be of some evidentiary value in the investigation of cases under the Infant Marriage Preventive Regulation X of 1894. The period may be extended to 16 years and the article B 77 in the Revenue Record list may be omitted.

yes

14. Circular Orders, Reports, Yadis, &c., of temporary interest.

This is a general article and as such may be made the last article to the list with the words" and routine correspondence" added after the words "temporary interest".

15. List of articles belonging to Government sold by public auction.

The word "Government" may be omitted and words"Local Boards" added.

18. onthly accounts-Office copies.

These are allowed a period of 5 years. uxrai and Revenue office monthly accounts are given a period of 2 years. I think the same period may also be prescribed for Local Fund Monthly accounts.

26. Papers connected with the cattlepound receipts and remuneration to pound-keepers.

This corresponds to s. 35 of Revenue

Revenue B list. As the article appropriately comes under the Local Fund Department, the same in the Revenue list may be omitted.

36. Records and statements relating to transfers of pattas in respect of houses and sites and also to relinquishment thereof.

Records and statements relating to transfer of pattas seem to be included under A 34 and 35" accounts and correspondence relating to the change of occupancies". Instead of having a number of articles with technical differences it is better to have a few comprehensive articles. The former portion of the article may be omitted retaining only " Records and Statements relating to relinquishment of houses and sites 12 years".

47-Office copies of monthly returns -5 years. This seems nothing more than "Monthly accounts- Office copies". (B 18). Instead of two articles 18 and 47 one may be retained and if necessary so worded as to include both accounts and returns" Office copies or monthly returns and accounts".

55. Repayment of deposits-2years

A period of 5 years is prescribed for the deposits; whereas only two years for their return. As questions of repayment may sometimes arise, it is desirable to keep such papers for [illegible]

over three years. To bring it in conformity with the deposit, I would propose 2 years be extended to 5 years.

75. Pay bills of the Establishment of the Municipal and District Fund Branches. I believe these pay bills are sent to the Comptroller's office as vouchers for payments made. It is only their copies known as barawards and acquittance rolls are retained in the Taluk and District offices. Provision is made under A list for barawards and acquittance rolls and as I think the article 75 may be omitted.

85- Correspondence relating to suits against District Fund and Municipal offices- 30 years.

Such papers under Bombay rules preserved permanently. In many cases suits are also instituted by Municipal and District Fund offices against individual, The article may be altered as to includ both suits instituted by as well as against Local Boards.

Correspondence relating to suits by and against Local Boards-30 years-

88- Statement of charges incurred on account of repairs to and construction of tanks wells &c., in the Revenue Department.

I understand that the above articl refers to repairs &c of tanks and wells done in the Revenue Department at the cost of the Local Boards or to be debi-
-ted

debited to that Department; otherwise its inclusion here is of doubtful relevancy.

63- Papers relating to instruction for removing thorns from prickly pears.

Removing thorns from prickly pears is necessary in cases where prickly pear is used as fodder during famine times. It is not likely that the article refers to famine papers. Probably the article has reference to the removal of prickly pears in the vicinity of towns and villages on account of its aggressive character. If so the words "thorns from" may be omitted and the article modified into " Papers relating to instructions for removing prickly pear".

94- As I have proposed to bring this under A list this may be omitted from B list.

(4) I find from the way in which the B list is printed that Government wish to have plague as a distinct branch of the Local Fund Department. In that case the articles 63 to 73 may be printed last in consecutive order under the head Plague ~~Branch~~ Branch, with the following modifications:-

Acquittance roll and baraward 64 and 65 may be combined into one. These as well as the Schedule of Establishment article 63 may have their periods of preservation (5 years ) extended to at least 20 years. (5)

(5) A copy of Mysore Gazette I believe is received in the Local Fund Branch of the Deputy Commissioner's office. As the permanent preservation of Gazette except the III part containing legislative measures is not necessary and for reference it can be had in the records of other branches of the Deputy Commissioner's office I would suggest to save space- that Mysore Gazettes save part III be destroyed after 5 years. Provision is made in Madras for the destruction of Gazettes supplied to Local Fund Department after ten years. I learn that Gazettes supplied to Police and Registration offices in Mysore Province are sold as waste paper after 5 years. The same may be adopted in the case of Local Fund Department.

(6) Recently an article 102 has been added to Revenue records B. list for the preservation of " papers and registers likely to be required for further reference" prescribing a period of 20 years( vide Government Proceedings No. R.3757/M.R.246-07-2 dated 16th December. 1907) to include papers such as Tappal -Receipt and Issue books, Refer books Petition and Endorsement Registers which are not so important as to be retained permanently nor so unimportant as to be destroyed after 2 years under general clauses of A and B list. Additionally of

of a similar article to cover such books and registers as described above to the B list seems desirable. I would propose the addition of the following article. "Papers, books and registers likely to be required for future reference-20 years"

(7) As B papers that have to be destroyed after varying periods have to be classified according to the periods of preservation both for the facility of picking up references and to render the destruction of papers automatic, it will be convenient and in the interest of Record Keepers to arrange B list in groups according to the periods of preservation as is done in the case of Financial papers.

Sd/. Ananda Rao Sirsi,
Inspector of orting of Records.

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For Revenue Commissioner.

G.R.S. 28]

Inserted
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File No. 4 S. 04
Serial No
26

Diary No. of letter replied to 7248

*Proceedings of the Government of His Highness the Maharaja of Mysore.*

GENERAL AND REVENUE SECRETARIAT.
( Ms. )

Read—

Correspondence during with letter 22 104 03 dated the 25th March 1909 from the Revenue Commissioner in Mysore on the subject of the prevention and destruction of municipal plague thro' Dist. Fund records in Dist. and Taluk Offices in the State

Order thereon 6405-13 and 48-04-

27.1.10 — Two lists A & B are

Date of issue 27-1-10

Signed by

Subject

are appended to this order, the one showing the records to be permanently preserved and the other those to be destroyed after certain specific periods. The rules prescribing for the preservation and destruction of Revenue records in G.O. No. R 1356-65 Dy. the 19th November 1903, shall as far as possible, be applied to these records also.

2) The Dy. Commissioners of the Mysore and Chitaldrug Districts propose to entertain a Clerk on Rs 15/- a month to look after these records. Govt. do not ~~[illegible]~~ see any necessity for additional establishment for doing the work

Recd
Yr. Secy
29/12/09

Yr. The Red. Comr. in Mysore
The Dy. Comrs of Dists

Put
1st/12/09

Attd

A - List of Municipal, Plague and District Fund records to be preserved permanently in the District and Taluk offices

108

| Serial No: | Description of papers |
|---|---|
| 1 | Register of proceedings of meetings of Taluk, District and Municipal Boards. |
| 2 | Imprest Book. |
| 3 | Imprest and Cash Balance register. |
| 4 | Cash Books |
| 5 | Register of receipts and expenditure |
| 6 | District Fund Cash Book. |
| 7 | District Fund permanent advance register |
| 8 | Circular orders and rules etc of permanent interest. |

9 Circular rules, and books and printed papers of importance which are still in force 109

10 Circular orders of permanent interest issued by the Dy Commrs and Presidents of district and municipal Boards.

11 Order Book.

12 From" and "To" registers (Kanarese and English).

13 Register of orders issued to and reports received from subordinate Taluk Officers

14 sanctioned by Govt and Govt Proceedings

15 Jamabandi Goswara of municipal revenue

16 Monthly Cash accounts.

17 District Fund D. C B register

Register of all sanctioned works with estimates plans and completion bills and reports.

19 "C" Registers

20 Register of amounts remaining unexpended in hands of the Presidents of Taluk Boards & Vice Presidents of Municipalities

Register of expenditure incurred on special occasions

22 Pass Book of Plague Branch.

23 District Fund Pass Book.

24 Cheque book margins

25 Counterfoils of cheque Books

26 Statement of cheques issued.

27 Records connected with the allotment and enjoyment of building sites.

28 Mutchalikas obtained from people regarding the enjoyment of vacant sites and buildings.

29 Statement of sites reserved for public purpose.

30 Talkarar Daktar relating to Municipal matters

31 Records connected with disputed cases disposed of

32 Acquittance roll.

33 Barawards.

34 Schedule of establishment.

35 Barawards books of vaccination establishment

36 Register of municipal taxes, mohatarfa and their revision from time to time.

37 Correspondence relating to the introduction and abolition of new taxes

38 Papers connected with the remission and imposition of taxes

39 Papers connected with the introduction of fees on carts &c coming to weekly markets.

40 ~~[illegible]~~ Papers connected with toll gates and their realizations

41 Register of farms and their realizations.

42 Register of Govt buildings and properties.

43 Registers of municipal and district Board buildings and properties

44 Records of encroachments on public roads &c which are the property of Govt and municipal Boards.

45 Maps, plans &c of municipalities and all papers relating to the settlement of municipal boundaries

46 Correspondence relating to the Constitution of Taluk Boards and municipalities.

47 Papers relating to water supply to towns and villages

48 Accounts of transfer of occupancies and of changes therein under decrees and orders of Civil Courts.

49 Correspondence relating to the changes of names of occupants.

50 Papers connected with the establishment and abolition of cattle pounds.

| | |
|---|---|
| 51 | Papers relating to the establishment of fairs and festivals and opening of dispensaries, Schools Dharmashikhanas or Chatkhans. |
| 52 | Records connected with Gotkatks, channels and private wells handed over to Govt. |
| 53 | Records connected with the manners and customs, ceremonies and privileges of ~~[illegible]~~ persons etc in any caste or class of persons. |
| 54 | Proclamation of general import |
| 53 | Abstracts from general statistical returns received from Zilahs. |
| 56 | Administration Reports. |
| 57 | Printed copies of annual reports etc. |
| 58 | Papers connected with the administration of famine Code, epidemic diseases Regulation &c. |

A13

| | | |
|---|---|---|
| 59 | Register of records to be preserved and of those to be destroyed. | DD Rp |
| 60 | Papers (including petitions) not falling under any of the other heads which the Heads of the depts order to be permanently preserved. | |
| 61 | Register showing the description and extent of lands acquired, prices paid reasons for acquisition and disposal of lands so acquired &c. | |
| 62 | Correspondence connected with loans for water supply and other public improvements | |

Ramchandra

for Secy to Govt

Municipal, Plague and District Funds

B. — List of papers to be preserved for specific periods and destroyed at the end of such periods in the district and Taluk offices: —

| Sl. No. | Description of papers | Period of preservation. |
|---|---|---|
| 1 | Notices issued to members to attend meetings of Boards. | one year |
| 2 | Papers relating to the absence of members from consecutive meetings of Boards. | Do. |
| 3 | Daily Plague report register. | Do. |
| 4 | Weekly Plague report | Do. |
| 5 | Sundry papers for preparing monthly accounts. | Do. |
| 6 | Sundry periodical accounts of minor importance. | Do |
| 7 | Periodical reports and returns on miscellaneous matters of no important interest submitted to district officers by Amildars and ~~of their~~ office copies. | Two years. |
| 8 | Quarterly ~~list~~ statement of municipal works inspected. | Do. |

| | | |
|---|---|---|
| 9 | D. C/B statements received from Taluks. | Two years. |
| 10 | Monthly accounts and returns. | Do. |
| 11 | Draft budget estimates submitted to Govt. | Do. |
| 12 | Return of labor cases attended by midwives. | Do. |
| 13 | Miscellaneous correspondence of no permanent interest submitted to superior authorities. | Do |
| 14 | Papers connected with the preparation of the administration reports. | Do. |
| 15 | Vital statistics and accounts, mortuary and Vaccination received from Taluks. | Do. |
| 16 | Petitions for remission of Mahatarfa tax and papers relating thereto. | Do. |
| 17 | Notice of demand for arrears of revenue | Do. |
| 18 | Sale records of unserviceable tools and plant. | Do. |

| | | |
|---|---|---|
| | Vouchers received from dog and snake killers for rewards paid to them. | Two years. |
| 20 | Circular orders, reports, gazettes of no permanent interest and routine correspondence. | Do. |
| 21 | List of articles belonging to Government and Municipal Boards sold by public auction. | Do. |
| 22 | Miscellaneous correspondence of no important interest from superior authorities to subordinate officers. | Do. |
| 23 | Diaries of Local Fund subordinates, such as, Work Inspectors. | Do. |
| 24 | Periodical returns and unanswered references. | Do. |
| 25 | Office copies of periodical returns submitted to Sanitary ~~Commissioner~~ Commissioner and other officers. | Do. |
| 26 | Annual accounts ~~receipts & bills~~ accompanying administration reports received from Taluks. | Do |

| | | |
|---|---|---|
| | Mohatarfa demand statement received from Jahulls. | Two years. 120 |
| 28 | Jahuk miscellaneous orders. | Do. |
| 29 | Rahadaries on tobacco and other dutiable articles | Do. |
| 30 | Miscellaneous petitions disposed of at the time of jamabandi. | Do |
| 31 | All pa[illegible] of miscellaneous and unimportant papers Patwari | Do |
| 32 | Book of [illegible]eipt and issue of stationery articles and printed forms. | Three years |
| 33 | Papers relating to fines imposed under the Village Sanitation Rules. | Do. |
| 34 | Repayment of deposits | Five years |
| 35 | Register of municipal deposits. | Do. |
| 36 | Receipt Books. | Do |

| | | |
|---|---|---|
| | Counterfoils of receipts. | 5 years |
| | | 121 |
| 38 | Papers connected with the Cattle pound receipts and remuneration to pound Keepers. | Do. |
| 39 | Papers connected with contingent registers. | Do. |
| 40 | Progress reports and statements of District Fund works. | Do. |
| 41 | Quarterly statement of District Fund works inspected. | Do. |
| 42 | Vital statistics and accounts, mortuary and vaccination prepared in the District Office. | Do. |
| 43 | DCB statement compiled in the District Office | Do. |
| 44 | Annual accounts received from Talukas. | Do. |
| 45 | Do in District Office. | Do |
| 46 | Local Fund Challan Form No. I received from Talukas | Do. |
| | Stock registers | Do. |

| | | |
|---|---|---|
| 4 | octroi tax Hand patties on all goods. | 5 years. |
| | | 12 |
| 49 | Records relating to the election of members to the Taluk and District Boards. | Do |
| 50 | Sale records of Amarayi | Do. |
| 51 | Papers connected with the sale of dead trees, stone, manure &c. | Do. |
| 52 | License darakhasts for removal of stones, earth, Kankar &c within municipal limits. | Do. |
| 53 | Papers connected with the sale of smuggled articles. | Do |
| 54 | Statement of charges incurred on account of repairs to and construction of tanks, wells &c in the Revenue department. | Do. |
| 55 | Papers relating to the remuneration of village servants for the collection of octroi and Inamatarfa taxes. | Do. |
| 56 | Papers regarding lighting contract. | Do. |

| | | |
|---|---|---|
| | Papers regarding collection of taxes by coercive measures. | 5 years<br>123 |
| 58 | Reports and yadis transmitted by the village officers to Amildars not forming part of important records. | Do |
| 59 | Register of collection of Bungalow fees. | 10 years |
| 60 | Measurement books. | Do. |
| | ~~Annual Plague administration reports~~ | |
| 61 | Papers relating to instructions for removing thorns from prickly pear. | Do |
| 62 | Statements of houses classified | Do. |
| 63 | Work files with estimates of municipal and District Funds and L.F. funds. | Do. |
| 64 | Taluk octroi registers | Do. |
| 65 | Papers connected with the improvement of sanitation in municipal towns. | Do. |
| 66 | Visitors books kept in Mussafirkhanas | 12 years |

| | | |
|---|---|---|
| 67 | Sale records of ~~to~~ houses for revenue defaulters. | 12 years |
| | | 124 |
| 68 | Records relating to the sale of fords. | Do |
| 69 | Remission statements. | Do. |
| 70 | Papers relating to the grant of license for building houses | Do |
| 71 | Register of births and deaths. | 20 years. |
| 72 | Annual accounts | 30 years |
| 73 | Register of patti allowances paid to Patels and Thambhaks. | Do |
| ~~74~~ | ~~Pay bills of the establishment of the District and Municipal and District Local Boards.~~ | |
| 74 | Correspondence relating to suits by or against District and Municipal Boards. | Do. |
| 75 | Sale records of unclaimed cattle impounded. | 2 years after claims are settled. |

| | | |
|---|---|---|
| | Office copies of estimates | One year after completion of work. |
| 77 | Progress and notification registers of Municipal and District Funds and L. F. General. | Do. |
| 78 | Records relating to sale of toll gates. | 3 years or till the recovery of the sale amount |
| 79 | Papers connected with the grant of leave to officers or their appointments, promotion, punishment or dismissal. | 30 years or till the official dies, or his pension claims are settled after retirement |
| 80 | Service registers. | Till death or retirement of the incumbents concerned. |
| 81 | Papers relating to the misconduct of Municipal servants. | Till the persons concerned have retired or died. |

| | | |
|---|---|---|
| | Registers of dynamite received and expended | Till amount is finally adjusted. |
| 83 | Balance sheets of Inhatarfa revenue | Till the arrears are recovered |
| 84 | Records relating to the ~~to~~ recovery of Inhatarfa in Thirne | Till the amount is recovered. |
| 85 | Deeds, agreements, security bonds, taken from Contractors and others. | Till the conditions are fulfilled |

H Neelakantha Rao
Deputy Secy to Govt

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*Proceedings of the Government of His Highness the Maharaja of Mysore.*

READ—

Correspondence ending with letter No. 10403, dated the 25th March 1909, from the Revenue Commissioner in Mysore, in the matter of the preservation and destruction of the Municipal, Plague and District Fund records in District and Taluk Offices in the State.

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No. 6405-13—ML. 48-04-26, DATED BANGALORE, 27TH JANUARY 1910.

ORDER THEREON.—Two lists A and B are appended to this Order, the one showing the records to be permanently preserved and the other those to be destroyed after certain specific periods. The rules prescribed for the preservation and destruction of Revenue records in Government Order No. R. 1356-65, dated the 19th November 1903, shall, as far as possible, be applied to these records also.

2. The Deputy Commissioners of the Mysore and Chitaldrug Districts propose to entertain a clerk on Rs. 15 a month to look after these records. Government do not see any necessity for additional establishment for doing the work.

C. S. BALASUNDARAM IYER,
*Offg. Secy. to Govt., Gen. & Rev. Depts.*

To—The Revenue Commissioner in Mysore.
The Deputy Commissioners of Districts.

Exd.—G. V.

*Proceedings of the Government of His Highness the Maharaja of Mysore,*

## A.—List of Municipal, Plague and District Fund records to be preserved permanently in the District and Taluk Offices.

| Serial No. | Description of papers | Serial No. | Description of papers |
|---|---|---|---|
| 1 | Register of proceedings of meetings of Taluk, District and Municipal Boards. | 35 | Borrowed books of Vaccination establishment. |
| 2 | Imprest book. | 36 | Register of Municipal taxes, mohatarfa and their revision from time to time. |
| 3 | Imprest and cash balance register. | 37 | Correspondence relating to the introduction and abolition of new taxes. |
| 4 | Cash books. | 38 | Papers connected with remission and imposition of taxes. |
| 5 | Register of receipts and expenditure. | 39 | Papers connected with the introduction of fees on carts, etc., coming to weekly markets. |
| 6 | District Fund cash book. | 40 | Papers connected with toll-gates and their realisations. |
| 7 | District Fund permanent advance register. | 41 | Register of ferries and their realisations. |
| 8 | Circular orders and rules, etc., of permanent interest. | 42 | Register of Government buildings and properties. |
| 9 | Circular rules, books and printed papers of importance which are still in force. | 43 | Register of Municipal and District Board buildings and properties. |
| 10 | Circular orders of permanent interest issued by the Deputy Commissioners and Presidents of District and Municipal Boards. | 44 | Records of encroachment on public roads, etc., which are the property of District and Municipal Boards. |
| 11 | Order book. | 45 | Maps, plans, etc., of Municipalities and all papers relating to the settlement of Municipal boundaries. |
| 12 | "From" and "To" registers (Kanarese and English). | 46 | Correspondence relating to the constitution of Taluk Boards and Municipalities. |
| 13 | Register of orders issued to and reports received from subordinate taluk officers. | 47 | Papers relating to water-supply to towns and villages. |
| 14 | Budgets sanctioned by Government and Government Proceedings. | 48 | Accounts of transfer of companies and of changes therein under decrees and orders of Civil Courts. |
| 15 | Jamabandi gashwar of Municipal revenue. | 49 | Correspondence relating to the change of names of companies. |
| 16 | Monthly cash accounts. | 50 | Papers connected with the establishment and abolition of cattle pounds. |
| 17 | District Fund demand, collection and balance register. | 51 | Papers relating to the establishment of fairs and festivals and opening of dispensaries, schools, manufactories or checkposts. |
| 18 | Register of all sanctioned works with estimates, plans and completion bills and reports. | 52 | Records connected with gulatee, channels and private wells handed over to Government. |
| 19 | "G" Registers. | 53 | Records connected with the manners and customs, ceremonies and privileges of procession, etc., in any caste or class of persons. |
| 20 | Register of amounts remaining unexpended in the hands of the Presidents of Taluk Boards and Vice-Presidents of Municipalities. | 54 | Proclamation of general import. |
| 21 | Register of expenditure incurred on special occasions. | 55 | Abstracts from general statistical returns received from taluks. |
| 22 | Pass book of Plague Branch. | 56 | Administration Reports. |
| 23 | District Fund Pass Book. | 57 | Printed copies of annual reports, etc. |
| 24 | Cheque book margins. | 58 | Papers connected with the administration of Famine Code, Epidemic Diseases Regulations, etc. |
| 25 | Counterfoils of cheque books. | 59 | Register of records to be preserved and of those to be destroyed. |
| 26 | Statement of cheques issued. | 60 | Papers (including petitions) not falling under any of the other heads which the Head of the Department orders to be permanently preserved. |
| 27 | Records connected with the allotment and enjoyment of building sites. | 61 | Register showing the description and extent of lands acquired, prices paid, reasons for acquisition and disposal of lands to acquired, etc. |
| 28 | Mutchalikas obtained from people regarding the enjoyment of vacant sites and buildings. | 62 | Correspondence connected with loans for water-supply and other public improvements. |
| 29 | Statement of sites reserved for public purposes. | | |
| 30 | Taluqar tahbia relating to Municipal matters. | | |
| 31 | Records connected with disputed cases disposed of. | | |
| 32 | Acquittance roll. | | |
| 33 | Barowarla. | | |
| 34 | Schedule of establishment. | | |

*Local Fund and Sanitary (Municipal), dated 27th January 1910.*

**B.—List of Municipal, Plague and District Fund papers to be preserved for specific periods and destroyed at the end of such periods in the District and Taluk Offices.**

| Serial No. | Description of papers | Period of preservation | Serial No. | Description of papers | Period of preservation |
|---|---|---|---|---|---|
| 1 | Notices issued to members to attend meetings of Boards. | One year. | 30 | Miscellaneous petitions disposed of at the time of jamabandi. | Two years. |
| 2 | Papers relating to the absence of members from consecutive meetings of Boards. | Do. | 31 | All papers of miscellaneous and unimportant nature. | Do. |
| 3 | Daily plague report register ... | Do. | 32 | Book of receipt and issue of stationery articles and printed forms. | Three years. |
| 4 | Weekly plague report ... ... | Do. | 33 | Papers relating to fines imposed under the Village Sanitation Rules. | Do. |
| 5 | Sundry papers for preparing monthly accounts. | Do. | 34 | Repayment of deposits ... ... | Five years. |
| 6 | Sundry periodical accounts of minor importance. | Do. | 35 | Register of Municipal deposits ... | Do. |
| 7 | Periodical reports and returns on miscellaneous matters of no important interest submitted to district officers by Amildars and their office copies. | Two years. | 36 | Receipt books ... ... ... | Do. |
| 8 | Quarterly statement of Municipal works inspected. | Do. | 37 | Counterfoils of receipts ... ... | Do. |
| 9 | Demand, collection and balance statements received from taluks. | Do. | 38 | Papers connected with cattle pound receipts and remuneration to pound-keepers. | Do. |
| 10 | Monthly accounts and returns ... | Do. | 39 | Papers connected with contingent registers. | Do. |
| 11 | Draft budget estimates submitted to Government. | Do. | 40 | Progress reports and statements of District Fund works. | Do. |
| 12 | Return of labor cases attended by Mid-wives. | Do. | 41 | Quarterly statement of District Fund works inspected. | Do. |
| 13 | Miscellaneous correspondence of no permanent interest submitted to superior authorities. | Do. | 42 | Vital statistics and accounts, mortuary and vaccination prepared in the District Office. | Do. |
| 14 | Papers connected with the preparation of administration reports. | Do. | 43 | Demand, collection and balance statement compiled in the District Office. | Do. |
| 15 | Vital statistics and accounts, mortuary and vaccination received from taluks. | Do. | 44 | Annual accounts received from taluks.. | Do. |
| 16 | Petitions for reduction of mohatarfa tax and papers relating thereto. | Do. | 45 | Do in District Office. | Do. |
| 17 | Notice of demand for arrears of revenue. | Do. | 46 | Local Fund challan Form No. 1 received from taluks. | Do. |
| 18 | Sale records of unserviceable tools and plant. | Do. | 47 | Stock register ... ... ... | Do. |
| 19 | Vouchers received from dog and snake killers for rewards paid to them. | Do. | 48 | Octroi hasal pattis on all goods ... | Do. |
| 20 | Circular orders, reports, yadis, etc., of no permanent interest and routine correspondence. | Do. | 49 | Records relating to the election of members to the Taluk and District Boards. | Do. |
| 21 | List of articles belonging to District and Municipal Boards sold by public auction. | Do. | 50 | Sale records of Amarayi ... ... | Do. |
| 22 | Miscellaneous correspondence of no important interest from superior authorities to subordinate officers. | Do. | 51 | Papers connected with the sale of dead trees, stone, manure, etc. | Do. |
| 23 | Diaries of Local Fund subordinates, such as, Work Inspectors. | Do. | 52 | License darkhasts for removal of stones, earth, kankar, etc., within Municipal limits. | Do. |
| 24 | Periodical returns and unanswered references. | Do. | 53 | Papers connected with the sale of smuggled articles. | Do. |
| 25 | Office copies of periodical returns submitted to Sanitary Commissioner and other officers. | Do. | 54 | Statement of charges incurred on account of repairs to and construction of tanks, wells, etc., in the Revenue Department. | Do. |
| 26 | Annual accounts accompanying administration reports received from taluks. | Do. | 55 | Papers relating to the remuneration of village servants for the collection of octroi and mohatarfa taxes. | Do. |
| 27 | Mohatarfa demand statement received from taluks. | Do. | 56 | Papers regarding lighting contract ... | Do. |
| 28 | Taluk miscellaneous orders... ... | Do. | 57 | Papers regarding collection of taxes by coercive measures. | Do. |
| 29 | Rahadaris on tobacco and other dutiable articles. | Do. | 58 | Reports and yadis transmitted by the village officers to Amildars not forming part of important records. | Do. |
| | | | 59 | Register of collection of bungalow fees. | Ten years. |
| | | | 60 | Measurement books ... ... | Do. |
| | | | 61 | Papers relating to instructions for removing thorns from prickly-pear. | Do |

**B.—List of Municipal, Plague and District Fund papers to be preserved for specific periods and destroyed at the end of such periods in the District and Taluk Offices—*concld.***

| Serial No. | Description of papers | Period of preservation |
|---|---|---|
| 62 | Statement of houses classified ... | Ten years. |
| 63 | Work files with estimates of Municipal and District Funds and Local Fund General. | Do. |
| 64 | Taluk school registers ... ... | Do. |
| 65 | Papers connected with the improvement of sanitation in municipal towns. | Do |
| 66 | Visitors books kept in mandirbhoms ... | Twelve years. |
| 67 | Sale records of houses for revenue default. | Do |
| 68 | Records relating to the sale of lands ... | Do. |
| 69 | Remission statements. ... ... | Do. |
| 70 | Papers relating to the grant of lessons for building houses ... ... | Do. |
| 71 | Register of births and deaths ... | Twenty years. |
| 72 | Annual accounts ... ... ... | Thirty years. |
| 73 | Register of patel allowances paid to patels and shanbhags. | Do. |
| 74 | Correspondence relating to suits by or against District and Municipal Boards. | Do. |
| 75 | Sale records of unclaimed cattle impounded. | Two years after claims are settled. |
| 76 | Office copies of estimates ... ... | One year after completion of work. |
| 77 | Progress and notification registers of Municipal and District Funds and Local Funds General. | One year after completion of work. |
| 78 | Records relating to sale of toll-gates ... | Three years or till the recovery of the enhancement. |
| 79 | Papers connected with the grant of leave to officials or their appointment, promotion, punishment or dismissal. | 20 years or till the official dies, or his pension claims are settled after retirement. |
| 80 | Service registers ... ... | Till death or retirement of the incumbents concerned. |
| 81 | Papers relating to the misconduct of Municipal servants. | Till the servants concerned have retired or died. |
| 82 | Register of dynamite received and expended. | Till amount is finally adjusted. |
| 83 | Balance sheets of mohatarfa revenue ... | Till the arrears are recovered. |
| 84 | Records relating to the recovery of mohatarfa in Unions. | Till the amount is recovered. |
| 85 | Deeds, agreements, security bonds, taken from contractors and others. | Till the conditions are fulfilled. |

1909-10

GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE

LOCAL FUND AND SANITARY
(MUNICIPAL)

PROCEEDINGS

*Dated 27th January 1910*

No. 0405-13
M1. 48-04-85

Passes orders in the matter of the preservation and destruction of the Municipal, Plague and District Fund records in the District and Taluk Offices in the State.

[illegible]

lists of those to be destroyed with their efficiency as to whether the rules regarding preservation & destruction of records require any alteration in connection with L. F. & Mpl. records.

From D.C.'s of Kolar, Mysore, Hassan, Bangalore, Tumkur, no. 2.82 & Chitaldrug, Mysore, Hassan & Tumkur, no. 5462 & 10.12.4, 374 & 5.9.4, 391/67 & 9.11.4, 249 & 18.11.4, 681/5 & 13.3.5, & 177 & 18.8. 10.1.5, 612 & 27.1.5.

Replies: all except Mysore stating that rules prescribed in G.O. of 19.11.3 can be applied to L.F. & Mpl. Records.

To the Presdt. of the D.C. & Mpl. Bds & of the Bangalore & Mysore city Mpl. Commissions, no 10216-25 & 2.6.6.

Circulates two lists showing the records of L.F. & Mpl. Boards to be preserved and those to be destroyed, for opinion.

From the Presdt. D.C. Bd. Mysore, no. 1297 & 12.6.6.

Returns the lists with his opinion & requests sanction to retain a record keeper.

23. From Presdts of Tumkur (no. 28 & 28.7.6), Chitaldrug (no. 6) & 30.7.6), Shimoga (120/2070 & 9.8.6), Hassan (no. 126/5 & 11.8.6), Kadur (no. 187 & 25.8.6), Bangalore city Mpl. Comn. (no. 68 & 4.9.6), Bangalore D.C. (no. D.F. 178 & 27.3.7), Mysore city Mpl. Comn. (no. 120 & 27.3.7) & Kolar (no. 1403 & 22.3.8).

Replies regarding serial 13.

24. To the Rev. Comr. no. 12855 & 12.6.8.

Calls for the opinion of the Inspector of Stamps of records.

25 From D.C. no. 10403 & 25.3.9.

Submits a memo prepared by the Stamp-Inspector with his own remarks.

26 To Rev. Com & D.C.s Comrs. of D.C.s no. 6405-13 & 27.1.10.

Passes orders in the matter.